

Title Sample: Guidelines and Template for the Preparation of Papers for the International Energy Journal

(Paper titles should be written in the title case letters. Titles should not exceed 18 words)

Author Names Sample: Morgan E. Grace^{*1}, Shinichi Fukuda⁺, and Ambika Sharma[#]

Abstract – *The abstract should contain not more than 200 words. It should outline the aims, scope and conclusions of the paper. Please do not cite references in the abstract. Do not delete the space before Introduction. It sets the footnote. Authors are advised to use this document as a template.*

Keywords – Five (5) key words or phrases in alphabetical order, separated by commas.

1. INTRODUCTION

In writing the introductory section of your paper, it is important to point out and write down the timeliness and value of your research. An explanation of the selection of the particular topic should also be included. You may also summarize how you approached your topic. A good introduction should gain the immediate attention of the reader, and it should be able to clarify your paper and give an idea of what is in store for the reader.

2. ABOUT THE JOURNAL

The International Energy Journal, formerly RERIC International Energy Journal is published since 1979. It is a journal dedicated to the advancement of knowledge in energy through vigorous examination and analysis of theories and good practices, and by encouraging innovations needed to establish a successful approach to solve identified energy-related problems. IEJ is a quarterly journal published by RERIC in *March, June, September* and *December* of each year. It publishes peer-reviewed papers on technical, socio-economic and environmental aspects of energy planning, energy conservation, renewable sources of energy, and electric power transmission, generation and management. Each manuscript submitted to the journal is reviewed by referees who are established experts in the field. IEJ also maintains an online journal system wherein not only current volumes are available but also archives past volumes and special issues.

3. PROCEDURE FOR PAPER SUBMISSION

3.1 Template Guide

This document is a **template** for Microsoft *Word* versions

* Energy Field of Study, Asian Institute of Technology, P.O. Box 4, Klong Luang, Pathumthani 12120, Thailand.

⁺ Asian Development Bank, 6 ADB Avenue, Mandaluyong City 1550, Metro Manila, Philippines.

[#] Kasetsart University Si Racha Campus, 199 Sukhumvit Road, Chonburi, 20230, Thailand.

¹

Corresponding author;
Tel: + 12 123 456 789 10 ext 345, Fax: + 12 345 678 980 10.
E-mail: _____@_____.

98 or later. If you are reading a printed copy of this document, please download the electronic file, from <http://www.ericjournal.ait.ac.th/> at the about section, so you can use it to prepare your manuscript. Each manuscript should be presented in the following order: Title, Authors, Affiliations (as a footnote), Abstract (complete in itself and not exceeding 200 words), Keywords, Main Text, Acknowledgements, Nomenclature, References, and Appendix. More details about the format guidelines are in Section 6.

3.2 Submission Process

You may send your manuscript in a CD, or upload it at the IEJ website, or send as an attachment in an e-mail. When submitting a CD, write the authors' names on the disk label. Also send complete contact information, including full mailing addresses, telephone numbers, fax numbers, and e-mail addresses. Make sure to designate **one author as the "corresponding author"** by indicating this at the end of the address of the author field. All communications will be to the corresponding authors only. Also, proofs will be sent to the corresponding author only.

Paper submissions should be provided with a **short descriptive background of each of the authors involved in the paper**. Each description should be about 100-150 words highlighting affiliations, research activities, expertise, publications, etc. **These should be provided in one separate supplementary MSWord file.**

A completely filled-up [Suggested Reviewers Form](#) should also be submitted. Please indicate in your online submission entry that you have already fill-in the Google Form, do not forget to provide the email address used to fill-in the form.

Should your submission be deemed suitable for review in the journal, IEJ would acknowledge your submission with a **journal reference code**.

3.3 Important Notes

Authors are urged to write as concisely as possible, but not at the expense of clarity. Descriptive or explanatory passages necessary as information but which tend to break up the flow of the text should be put into the Appendices. Computations should be placed in the Appendices.

Before submitting your manuscript, please **thoroughly check English grammar and typographical errors**. The manuscript should be in the third person, objective, formal, and impersonal style. Abstract,

methodology, and results and discussion parts should be in the past tense because a manuscript is a report.

Please note that the reviewers are strictly on a voluntary basis thus manuscripts that are written in poor English would impress our reviewers negatively causing further delays and even instant rejection. To avoid immediate rejection from IEJ, **it is strongly advised that before initial submission, authors should first seek help from those who can write good technical English.**

Contributions are normally received with the understanding that they are **original, unpublished material, and are not being submitted for publication elsewhere.** All manuscripts are refereed to ensure both accuracy and relevance, thus amendments to the manuscript may be required prior to final acceptance. On acceptance, contributions are subject to editorial amendment to suit house style, but authors will receive proofs for approval before publication.

Please follow the format set in this guideline. The International Energy Journal reserves the right to reject manuscripts based on the grounds of format and English style.

4. COPYRIGHT FORM

As a condition of publication in the International Energy Journal, authors are requested to assign the copyright of their article to the Regional Energy Resources Information Center (RERIC) in consideration of such publication. **The appropriate Copyright Transfer Form will be sent to authors upon the acceptance of their papers.** A RERIC copyright form should accompany your **final submission, when your paper is already accepted for publication.** Authors are responsible for obtaining from copyright holder permission to reproduce any figures for which copyright exists. All authors should sign the form, using separate copies if necessary or one author should sign the form on behalf of all authors. Should any further author(s) be added to this article while it is under consideration for the journal, the undersigned author(s) must secure the agreement of the additional author(s) to the transfer of copyright. Equally, this transfer of copyright will continue to apply if the title is changed before publication.

5. PROCEDURE FOR PAPER SUBMISSION

5.1 Manuscript Preparation

When you submit your manuscripts for possible publication in IEJ, it should be written in English, typed in two-column style (multiple-spaced at 1.05) **as in this Author's Guideline/Template**, size A4 paper the same as specified in **Table 1.** The font size should be 10pt. It must **not be more than 10 pages and should be 6,000-8,000 words long**, although articles longer than 8,000 words will be considered on an occasional basis, if the topic demands this length of treatment. The standard International System of Units (SI) should be used. **The Title should not exceed 18 words. File size should not be more than 1.5 MB.**

For review stage, please submit the soft copy of the formatted manuscript, do not submit a PDF file. Again, it is important that you follow the guidelines set here. Manuscript can be uploaded to the website

(www.rericjournal.ait.ac.th) or sent by email.

Table 1. Basic document specifications.

Particulars	Specifications
Paper Size	A4
Text, Font, Point Size, Color	Times New Roman, 10 pt, black
Figure and table captions	Times New Roman, 10 pt, black, bold, sentence case.
Line Spacing	Multiple at 1.05, except in cases where the use of mathematical symbols would make the text difficult to read.
Margins	Top: 36 pt. Inside: 72 pt. Bottom: 36 pt Outside: 36 pt.
Space between column	16.65 pt

Each manuscript should be presented in the following order: Title, Authors, Affiliations (as a footnote), Abstract (complete in itself and not exceeding 200 words), Keywords, Main Text, Acknowledgements, Nomenclature, References, and Appendix. The text should be organized under appropriate section headings. All headings should be placed on the left-hand side of the text, with a paragraph space of 12 pt. above and 6 pt. below. All subheadings have paragraph space of 6 pt. above and 6 pt. below. Figures and Tables should be embedded within the text and also in a separate file. **The details of figures and tables are discussed in section 6.**

The corresponding author should be identified (Include a Fax number and E-mail address). **To avoid unnecessary confusion, there should only be just one corresponding author.** Full postal addresses must be given for all authors.

5.2 Review Stage

Should your submission be deemed suitable for review in our journal, we would acknowledge your submission with a **journal reference code.** IEJ will then send out the paper for review.

The results of the review along with the reviewers' comments will be sent to the corresponding author in due course. Kindly note that since this is a peer-reviewed journal, all reviewers are doing their work on a strictly voluntary basis. This may entail that sometimes feedback cannot be sent back as quickly as IEJ would want it to be. This should also guide the authors to submit manuscripts that are free from grammatical and typographical errors so that it would not impress the reviewers negatively causing delays.

5.3 Final Stage

At the time of final submission, the final version should be provided in an electronic form. Original illustrations and figures should also be provided. One editable copy of the manuscript and illustrations (original) should be submitted. Word processing software most suited is Microsoft Word version 98. PDFs will not be entertained as there might be some additional formatting job required

for uniformity purposes. Figures and Tables should also be sent in a separate file.

6. FORMAT REQUIREMENTS FOR TEXT, FIGURES AND TABLES

6.1 Text

The text font of the manuscript should be Times New Roman, including that for the tables, figure labels/descriptions, and photograph captions. Font size for Table and Figure captions should be 9 pt., bold, sentence case. All Greek symbols, and other symbols must be in italics and put in the nomenclature. Nomenclature will be placed before the references. Greek symbols should be identified the first time they appear.

Do not begin a sentence with a number. A number must be written in words if it begins a sentence. If this is not practical or awkward, rephrase the sentence so it does not begin with a number. The word “and” should be spelled out as the symbol “&” (as well as other shortcuts) is not allowed anywhere in the manuscript.

Abbreviations should be clearly defined on the first occurrence and should be used consistently throughout the text. Detailed mathematical discussion/calculations (if necessary) should be placed in an appendix.

Use one space after periods and colons. Use a zero before decimal points: “0.50,” not “.50.” The abbreviation for “seconds” is “s,” not “sec.” Indicate sample dimensions as “0.2 cm × 0.2 cm,” not “0.2 × 0.2 cm².” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”

6.1.1 Abbreviations and Acronyms

When abbreviating the names of organizations or specific terms, write the full name or term the first time it is used, followed by the abbreviation in parentheses. This applies even to simple acronyms. Example is “All but one household had electricity and most households used liquefied petroleum gas (LPG) in all the sample urban areas. There were a relatively smaller number of households in rural areas using LPG in Thailand”.

Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable.

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) Do not put space between the parenthesis and word such as (LPG), instead write it as (LPG). Write “do not” instead of “don’t.” The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

6.1.2 Units and Measurements

The Standard International System of Units (SI) should be used. Consult any standard reference manual on the correct form of abbreviation for SI units. It is **not necessary** to place an Imperial conversion in parentheses after an SI unit as in, “The depth of the bore hole was 3.4 m (9 ft. 18 in.)”

6.1.3 Mathematical Expressions

If you are using MSWord, use Microsoft Equation for

writing equations in your paper (Insert | Object | Create New | Microsoft Equation *or* MathType Equation). Numbered equations should be “displayed” either by centering on the line below the text or with a standard indentation from the left margin. The equation number is placed so it is flush with the right margin. Put the equation number inside parenthesis. *Example:*

$$y_i(t) = F_o / K_i [A_i \sin(bt) + B_i \cos(bt)] \quad (1)$$

When mentioning the equation in the text, it is necessary to spell out the word such as Equation 1 or Equations 1 and 2, or Equations 1 to 5. **Please do not provide a jpeg (picture) file of the equations.**

6.1.4 Nomenclature

Use nomenclature for explaining the equation. It will help the reader to understand. This should be located before the reference section.

6.2 Figures

Figures and Tables must already be inserted in the texts of your manuscript and numbered consecutively. If the figures and tables are too big and it is not possible to put in a 2-column format, kindly leave a blank space for the figure or table with this label “**Intentionally Left Blank**”, however, the caption should already be in place. This way you will be able to gauge the size of your paper, and also for the convenience of the referees. At the last page of the manuscript, a list of all Figure and Table captions should be provided. However, separate file should still also be provided for the Figures and Tables.

To insert images in MSWord, you may use a table format like in Figure 1.

6.2.1 Scanned Figures

If the authors are providing scanned Figures, make sure to provide clear copies with all the legends and data labels readable. If this is not possible, the author must redraw the Figure especially if it is a fairly simple one. Examples of these are schematic diagrams, flow charts, program algorithm, etc.

When mentioning the Figure in the text, it is important to completely spell it out such as Figure 1, or Figures 1 and 2, or Figures 1 to 5. For Figure captions, author should use Fig. 1.____. Sentence case must be used.

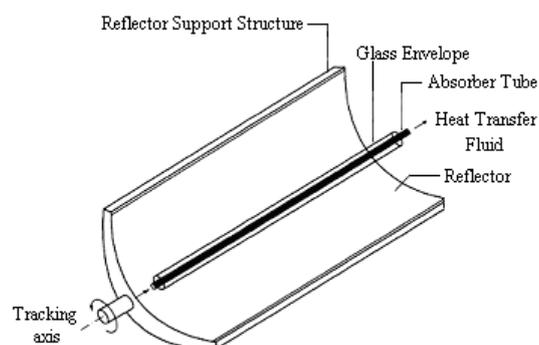


Fig. 1. Parabolic trough collector.

6.2.2 Graphs

When providing graphs (such as those obtained from Microsoft Excel) as Figure, make sure that IEJ will be able to access the source file for editing purposes. There should be no background color for the graphs, as shown in Figure 2.

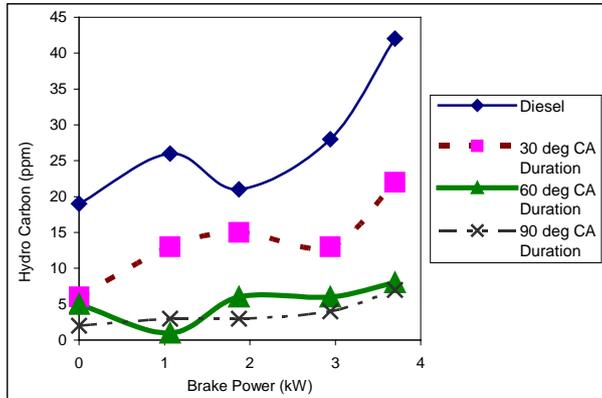


Fig. 2. Variation of hydrocarbon with brake power.

6.3 Tables

Tables should not duplicate results presented elsewhere in the manuscript, (e.g. in graphs). Tables should also be numbered consecutively and given a suitable title and each table typed on a separate sheet located at the back pages of the manuscript. Table titles must be sentence case.

When mentioning the Table in the text, it is important to completely spell it out such as Table 1, or Tables 1 and 2, or Tables 1 to 5. For Figure captions, you should also use Table 1._____.

For uniformity purposes, there should be no vertical lines in the Table. Please see Table 1.

7. REFERENCES LIST

Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[5]. When citing a section in a book, please give the relevant page numbers in the reference list. In sentences, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Meyer *et al.* [3] shows”. However, the use of the reference in the beginning of the sentence should be minimized. Type the reference list at the end of the paper according to the style set by this guideline. **Please note that the number of references should be minimum as possible.** Authors should cut down by avoiding unnecessary citations (there is no need for multiple references for 1 simple statement) and old references.

Please note that the references at the end of this document are in the preferred referencing style. Give all authors’ names; **do not use “et al.”** in the Reference section, except when there are more than **6** authors. The initials of the authors’ first name(s) should follow the family name separated by a comma like “Baker, P.R.”. Papers that have not been published should be cited as “**unpublished**” [8]. Papers that have been submitted for

publication should be cited as “**submitted for publication**”. Papers that have been accepted for publication, but not yet specified for an issue should be cited as “**Article in Press**”. Please give affiliations and addresses for private communications.

Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation.

All publications cited in the text should be presented in a list of full references in the Reference section as they appear in the text (not in alphabetical order). Typical examples of references are as follows:

Journal references should contain: name of author(s); year; article title; *full journal name*; volume; issue number; and page number(s). Example:

- [1] Meyer B.A., Mitchell J.W. and El-Wakil M.M., 1982. Convective heat transfer in veethrough linear concentrators. *Solar Energy* 28(1): 33-40.
- [2] Civanlar S., Grainger J.J., Yin H. and Lee S.S.H., 1988. Distribution feeder reconfiguration for loss reduction. *IEEE Transactions on Power Delivery* 3: 1217-1223.

Book references should contain: name of author(s); year of publication; *title*; edition; location and publisher. Example:

- [3] Baker P.R., 1978. *Biogas for Cooking Stoves*. London: Chapman and Hall.

Chapters in edited book should have: chapter author(s) surname(s) and initials. Year of chapter. Title of chapter followed by “In:” Book editor(s) initials and surnames with ed. or eds. after the last name. Year of book. *Title of Book*. Place of publication: Publisher. Chapter number or first and last page numbers. Example:

- [4] Samson C., 1970. Problems of information studies in history. In S. Stone, ed. *Humanities Information Research*. Sheffield: CRUS, 1980, pp. 44-68.

Proceedings reference should contain: name of author(s); year of the conference; title of the paper; *title of the conference*; location of the conference; date; publisher. Example:

- [5] Mayer A. and S. Biscaglia. 1989. Modelling and analysis of lead acid battery operation. In *Proceedings of the Ninth EC PV Solar Conference*. Reiburg, Germany, 25-29 September. London: Kluwer Academic Publishers.

Review reference example:

- [6] Kauvar E.M., 1995. [Review of the books Cynthia Ozick's *Comic art: From levity to liturgy and Greek mind/Jewish soul: The conflicted art of Cynthia Ozick*]. *Studies in the Novel*, 27, 570–573.

Technical Paper reference example:

- [7] Mead J.V., 1992. Looking at old photographs: Investigating the teacher tales that novice teachers bring with them (Report No. NCRTL-RR-92-4). East Lansing, Michigan: National Center for Research on

Teacher Learning. (ERIC Document Reproduction Service No. ED346082).

Online journal reference example:

- [8] Tung F.Y.-T. and S.W. Bowen. 1998. Targeted inhibition of hepatitis B virus gene expression: A gene therapy approach. *Frontiers in Bioscience* [Online serial], Retrieved February 14, 2005 from the World Wide Web: <http://www.bioscience.org/1998/v3/a/tung/a11-15.htm>.

Thesis reference example:

- [9] Morya K., 1998. A study on heat gain through windows in hot climate. MS Thesis, ET-98-34 (unpublished). Asian Institute of Technology, Bangkok, Thailand.

For other publications include all bibliographical information necessary for retrieving the reference, when in doubt.

8. CONCLUSION

The conclusion is a general outline and a brief overview of the most important points of the paper. It should stress out the importance of your research and it should manifest your understanding of the material that you have presented. The conclusion should give your paper a sense of completeness.

The conclusion should appear before the Acknowledgement.

ACKNOWLEDGEMENT

Use the singular heading even if you have many acknowledgments. Avoid expressions such as "One of us (S.B.A.) would like to thank" Instead, write "F. A. Author thanks"

NOMENCLATURE

Nomenclature, if needed, appears before the references list.

REFERENCES

- [1] Meyer B.A., Mitchell J.W. and El-Wakil M.M., 1982. Convective heat transfer in veethrough linear concentrators. *Solar Energy* 28 (1): 33-40.
- [2] Civanlar S., Grainger J.J., Yin H. and Lee S.S.H., 1988. Distribution feeder reconfiguration for loss reduction. *IEEE Transactions on Power Delivery* 3: 1217-1223.
- [3] Baker P.R., 1978. *Biogas for Cooking Stoves*. London: Chapman and Hall.
- [4] Samson C., 1970. Problems of information studies in history. In S. Stone, ed. *Humanities Information Research*. Sheffield: CRUS, 1980, pp. 44-68.
- [5] Mayer A. and S. Biscaglia. 1989. Modelling and analysis of lead acid battery operation. In *Proceedings of the Ninth EC PV Solar Conference*. Reiburg, Germany, 25-29 September. London: Kluwer Academic Publishers.

- [6] Kauvar E.M., 1995. [Review of the books Cynthia Ozick's *Comic art: From levity to liturgy and Greek mind/Jewish soul: The conflicted art of Cynthia Ozick*]. *Studies in the Novel*, 27, 570-573.
- [7] Mead J.V., 1992. Looking at old photographs: Investigating the teacher tales that novice teachers bring with them (Report No. NCRTL-RR-92-4). East Lansing, Michigan: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED346082).
- [8] Tung F.Y.-T. and S.W. Bowen. 1998. Targeted inhibition of hepatitis B virus gene expression: A gene therapy approach. *Frontiers in Bioscience* [Online serial], Retrieved February 14, 2005 from the World Wide Web: <http://www.bioscience.org/1998/v3/a/tung/a11-15.htm>.
- [9] Morya K., 1998. A study on heat gain through windows in hot climate. MS Thesis, ET-98-34 (unpublished). Asian Institute of Technology, Bangkok, Thailand.

APPENDIX

Appendices, if needed, appear after the references list. Detailed mathematical discussion/calculations (if necessary) should be placed in this section.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- Requirement for new paper submissions 1:** Make sure to provide a short description of each of the authors involved in the paper. Each should be about 100-150 words containing affiliations, research activities, expertise, publications, etc. These should be combined and provided in one separate MSWord file and submitted as a supplementary file.
- Requirement for new paper submissions 2:** A completely filled-up Suggested Reviewers Form using the Google Form from this link.
- The submission file is either in **MS Word** or in Adobe Acrobat document (**pdf file**) format.
- All URL addresses in the text (e.g., <http://www.ait.ac.th>) are activated and ready to click.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.