



MANUSCRIPT FORMATTING GUIDE AND TEMPLATE

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This guide presents the main rules for preparing and editing a manuscript for submission to “Revue Roumaine des Sciences Techniques – Série Électrotechnique et Énergétique”, which complies with the “Rules for manuscript presentation” of the Romanian Academy Publishing House. The effort devoted to prepare the document will be reduced if the text editor Microsoft®Word is utilized.

1. INTRODUCTION

This guide presents the main rules for preparing and editing a manuscript for submission to “Revue Roumaine des Sciences Techniques – Série Électrotechnique et Énergétique”, which complies with the “Rules for manuscript presentation” of the Romanian Academy Publishing House.

The document has to be edited with the text editor **Microsoft®Word/Windows, Releases 2000, 97, or 2003** and all the equations must be written using only the **Equation editor 3.0 of Microsoft®Word** (greater versions are not recommended and can produce significant delays in the desktop publishing process due to the incompatibilities regarding the equations and image objects format in the newer versions of these editing products).

The standard size of a manuscript is **4 or 6 pages**.

A “**Copyright Transfer Form**” and a “**Statement of originality**” must be completed and submitted together with the manuscript, properly signed by the corresponding author only as scanned files.

A **presentation page** with the following content: the paper title, the list of authors with their affiliation(s), the electronic correspondence address of the corresponding author, the extended abstract containing the paper aim, elements of originality, and minimal citation list, is required.

The presentation page should also provide for the following data: the number of pages, the number of citations, the number of figures, and the number of tables.

The templates of all the three forms can be found in the Author’s Kit, available at: <http://revue.elth.pub.ro>.

The submission, which does not comply with all these mandatory conditions, will be rejected.

Please use the predefined Formatting Styles and don’t modify their properties.

2. PAGE SETUP

The document paper size is A4 (21 cm×29.7 cm). Use the following MSWord settings:

- File/Page Setup/Paper size: A4 (210x297), portrait, top 1.78 cm, bottom 1.78 cm, left 1.78 cm, right 1.78 cm, gutter 0 cm.
- View/Header and Footer, Different First Page, Different Odd and Even Pages; Header 1.5 cm, Footer 0.5 cm (1.3 cm for the first page).

3. TITLES

The paper title may not contain acronyms, and must not exceed two rows. It is written in Times New Roman, 16 pt, regular, all caps, centered (use “Paper title” Style).

The titles of the sections are written in Times New Roman, 10 pt, all caps, bold, centered 12 pt before, 4 pt after (use “Section title” Style). They are numbered using in Arabic, starting with 1. **Do not use automatic numbering!** The first section is 1. **INTRODUCTION**. The last section is <running number>. **CONCLUSIONS**. The number of the section and the point that follows are regular.

The subsection titles are numbered in Arabic, starting with 1.1. They are written in Times New Roman, 10 pt, all caps, regular, centered 6 pt before, 3 pt after (use “Section title” Style).

The sub-subsection titles are numbered in Arabic, starting with 1.1.1. They are written in Times New Roman, 10 pt, all caps, regular, centered 3 pt before, 1 pt after (use “Sub-section title” Style).

4. AUTHORS

The authors’ names are written as FIRST_NAME SURNAME in the Style named “Authors” (Times New Roman, 9 pt, regular, all caps, centered, 12 pt before.). When more authors, commas are used to separate the authors’ names. The first author name is followed by a 9 pt numbered footnote (that is placed on the first column footnote, using the “Footnote Text” Style), which provides the affiliation, the E-mail and, optionally, the address for correspondence. The same superscript will be used for all the authors with the same affiliation. For a single author and all authors with the same affiliation the footnote has no symbol. The authors with different affiliations have individual footnotes, grouped per organizations.

5. KEYWORDS

The keywords section is left aligned, left and right indented by 0 cm, written in Times New Roman, bold, 9 pt (Style “Key Words”). It starts with the preamble **Keywords:** (or **Mots-clé:** in French texts *etc.*), in the used language, bold. The preamble is followed (in line) by the keywords in title case, comma-separated, ended by period. The section should not exceed two rows and it is spaced by 10 pt before and 6 pt after. Please consider to explain the acronyms used as keywords (*e.g.* proportional–integral–derivative controller (PID), not PID).

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² If different, Affiliation, Correspondence address

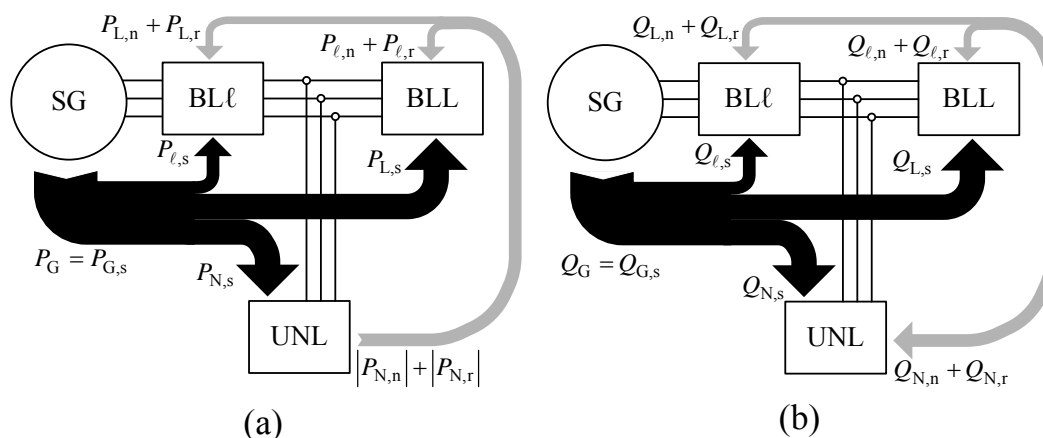


Fig. 1 – Symmetry, non-symmetry and residual (distorting) powers flow in a simple three-phase network without neutral, containing a non-linear three-phase unbalanced load (UNL); a) active power; b) reactive power.

6. ABSTRACT

The abstract follows the keywords. As by its aim, it must be short – less than 10 rows. This section is justified, left and right indented by 0 cm, and written in Times New Roman, bold, 9 pt (Style “Abstract”).

Addenda. For papers not written in English, an additional abstract in English must be included by the end of the paper, with the paper title and key words translated in **English**, using 9 pt characters.

7. HEADER AND FOOTER

The header on the first page is reserved for the editor, and indicates the Revue issue, *e.g.*:

**Revue Roumaine des Sciences Techniques – Électrotechnique
Et Énergétique,**
Volume 61, 1, pp. 000-000, Bucarest, 2016

where **61** is the volume number (bold), and *1* is the yearly number/issue (italic).

The other headers and footers are written in Times New Roman, 9 pt. They indicate the pages numbers too.

The header on odd pages (excluding the first) contains the running title of the paper, of maximum 64 characters including spaces, centered (Format/Borders and Shading, Bottom line of thickness 1/2), and followed by an empty row (Style “Header Running Title”). The running title may not contain acronyms.

The header on even pages presents the authors’ full names, title case, underlined throughout the page width, followed by an empty row (Style “Header Authors’ names”). When more than three authors, only the name of the first author, followed by “*et al.*” (only this italic) is written.

The footnotes within the text are introduced with Insert/Footnote/... using either Times New Roman, 8 pt, or the Style “Footnote text”.

8. PAPER TEXT

The manuscript content must be written in two columns format (excluding the Title of the paper, Authors and Abstract). Please use for the column spacing: Col #1 – 8.5 cm, Spacing – 0.44 cm, Col #2 0.85 cm.

Please equalize the height of the columns on the last page

(please apply Insert Menu at the end of the last character of your manuscript and chose Break... -> Section break types -> Continuous).

The text is justified and written in Times New Roman, 10 pt. It is organized in paragraphs, whose first lines are indented by 0.36 cm (Styles: “Text”, “Text more indented”, and “Text not indented”).

All notations that are used must be defined (should it be within the text, within the equations, our within the figures). The notations within the figures and equations must coincide.

Any acronym ought to be defined immediately after its first usage.

The words THEOREM, LEMMA, CORROLARY, PROPOSITION *etc.* are in capitals. Their statements are in italic. The words *Proof*, *Definition*, *Note*, *Remark*, *Observation*, *Example* are in italic while their statements are regular.

9. GRAPHICS AND TABLES

To draw graphics, use any adjustable size, drawing editor for MSWord, which creates a gif/jpg/png file that will be inserted in the document through Insert/Picture/From File. Whatever format you upload, your figures should be embedded in the file.

The graphics/pictures, as high-contrast line figures, must be either in “Black and White” (preferred), or in at least 300 dpi resolution “Grayscale”, but not in “Color” and in “Automatic”. Leave some white space around your figures.

The graphics/pictures do not include the figure captions. They are inserted and centered in tables (with no show lines) that may have one or more columns and two or more rows. The figure captions are inserted in separate rows below the graphics/pictures.

It is recommended to position all the figures and tables at the tops and bottoms of columns, on the page where there are firstly mentioned in the text.

You can use “Text box”, as shown in this template, to carefully place these tables on a specific place, at each page (use at the Layout – option “Square” and at “Advanced” on Horizontal and Vertical alignment absolute positions related to the desired Page).

Large figures and tables may span both columns.

The figures are centered either on the entire two columns

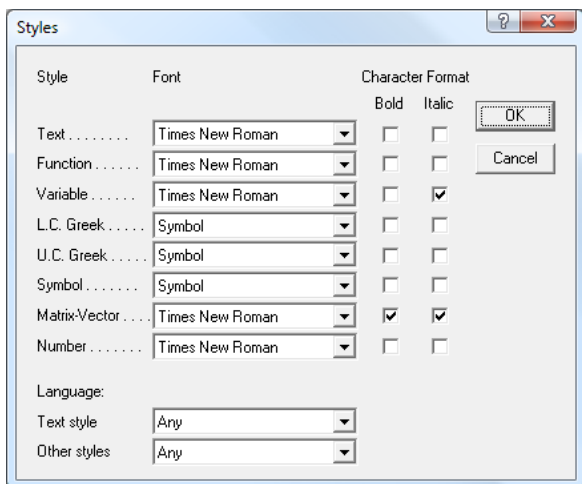


Fig. 2 – Styles settings in Equation editor 3.0 of Microsoft®Word less than 2003.

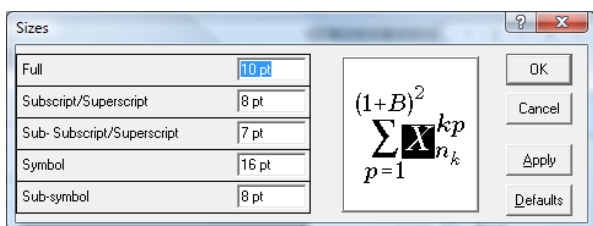


Fig. 3 – Sizes settings in Equation editor 3.0 of Microsoft®Word less than 2003.

page (Fig. 1) or in a table column (Fig. 2-3).

The figure captions are numbered, e.g. “Fig. 1 – Figure caption.” **Do not use automatic numbering.** The figure caption is placed below the figure and centered horizontally (The “Fig. 1 – Figure caption.” text is written in Times New Roman, 8 pt (Style “Figure caption”).

Remark. For lateral figure caption, the figure is placed in a table with two columns, in the column at the left. The caption is written in the column at the right of the figure, and it is vertically placed, either using Format/Paragraph/Spacing Before... or Table/Table properties/Cell...

All notations and signs that appear in the figures must be clearly readable and ought to be explained. The axes must clearly show the quantities and their units. Attention with kV, kW, kvar, km, s (second), NONE of them is italicized. A space must separate the numbers from the units, e.g. 5 kW. The numbers and the units are NOT italicized.

The text in the figures must use the same fonts and editing rules as the body text. Use readable sizes of the fonts (Times New Roman, Arial) in you figures!!! Their sizes are such that **in the resized pictures the characters are not less than 6 pt, and the indices not less than 5 pt.**

Some rules:

Marked points in figures	<i>italic: A, B, A', B'</i>
Numerical dimensions in figures	regular: 1.25, 1,25
Symbolic dimensions in figures	<i>italic: d, b, h, l</i>
Referential system	<i>italic: (O,x,y,z), but (O,r,φ,θ)</i>
Text/labels on figure axis	regular + <i>italic: P-Q characteristics</i>

Drawings made in black Indian ink on tracing paper are allowed too. Their scans, in gif/jpg/png format, will be then used. Therefore, in such a case, a table of fit size must be

placed within the text.

The tables will be inserted by their calling place. They must be sized such that they fit the page width, using Table/AutoFit and Distribute/AutoFit to window (occupying one or both columns). When a table is continued on the next page, a supplementary row with column numbering is inserted after the table header, and repeated as the first row (header) of the continuing table on the next page.

The tables are numbered in Arabic: *Table 4* (italic, centered, 8 pt), 8 pt before, 2 pt after (Style “Table title”). On the following row, spaced after by 2 pt, is the “Table subtitle” (regular, centered), in Times New Roman, 8 pt. The text in the tables is regular, 8 pt (see Style “Table Grid”). A 8 pt after spacing separates the table from what follows. Please place the table captions above the tables.

Please verify that figures and tables that you mention in the text actually exist. Please do not include captions as part of the figures. Do not put captions in “text boxes” linked to the figures. Do not put borders around the outside of your figures. Do not abbreviate “Table.” Tables are numbered with Arabic numerals.

10. MATHEMATICAL SYMBOLS AND EQUATIONS

To insert symbols within the text, use Insert/Symbol/Font Symbol. To build and insert equations, use Insert/Object/Microsoft Equation – Versions 2.x, 3.x are allowed. **Do not use the MathType.**

The mathematical symbols and equations should comply with the rules presented in Table 1 and settings presented in Figs. 2-3 (e.g.: Equation editor 3.0 of MS Word must be modified from the standard options to “Full size = 10 pt” in “Size”, and suppress the italic option for L.C. Greek characters in “Styles”, derivative letter “d” must be regular, not italic etc.).

Table 1

Rules for mathematical symbols and equations

Equation numbering	In round parenthesis, flush to right margin
Variables	<i>italic: x, y, z</i>
Universal constants	<i>italic: c, h, e</i>
Greek constants or variables	regular: $\Phi, \Delta, \Sigma, \Omega, \pi, \varepsilon, \mu, \sigma, \alpha, \beta, \eta, \omega$
Variable indices	<i>italic: i, j, k, p, q, m, n</i>
Constant indices	regular: 1, 2, ...
Indices from text shortening	regular: ext, int, max, min
Greek variable indices	regular: α, β, λ
Physical units	regular: m, kg, s, m/s, ms/s ² , N, A, T, Wb, H, C
Latin constants	regular: 0, 10, const., c
Operators and well known functions	function: rot, div, grad, curl, log, e, exp, sin, cos, J _n (x), Y _n (x), K(k). $i = \sqrt{-1}, j = \sqrt{-1}$
Undefined functions	<i>italic: f(x), g(z)</i>
Vectors	bold italic: \vec{A} , allowed \vec{A}
Matrices	bold italic: $\vec{M}, [M]$, allowed $[M]$
Column matrices (vectors)	bold italic: $\vec{V}, V]$, allowed $V]$
Differential	function: dx, dV
Partial derivative	regular: ∂

Separate the physical units from their values by a bound

space (Ctrl+Shift+SpaceBar).

Do not use the parentheses from the keyboard when editing in MS Equation Editor! Use only the mathematical symbols, characters, and operators from the MS Equations Editor menu bar.

When possible, more equations will be edited and grouped in the same MS Equation Editor window, because otherwise each call of the MS Equations Editor produces a new object.

Inline with the text you may use a/b for the ratio, but introduce parentheses, when needed, to avoid confusion, e.g., use <some text> $(a/b) c$ <some text> instead of <some text> $a/b \cdot c$ <some text>.

The settings of the MS Equation Editor should be modified against the default, i.e., Size/Define/Full = 10 pt. The size of sub- and superscripts is 7 pt.

MSWord implicitly changes the size of the sub- and superscripts within the text. If other sizes are needed, then use Format/Font/Size.

Separate the numbered equations from the text with 6 pt spacing, before and after.

Remark. For including, centering, and numbering the equations insert a two-column table, of 12 cm and 0.5 cm width respectively, vertically centered – Table/Table Properties/Cell/Vertical Alignment Centre. The equation object is placed and centered in the left column, and the equation number is written in the column at the right, between parentheses, Times New Roman, 10 pt (Style “Equation No”), aligned to the right – Format/Paragraph/Alignment right, e.g., eq. (1). This method provides for a uniform alignment of equations. Equations are integrated in phrases and punctuation signs (point, comma etc.) should be used accordingly, as follows:

$$dS = \frac{1}{m} \sum_{i=1}^m d(X, y'_i) - d(X, y). \quad (1)$$

11. CONCLUSIONS

The last section is: <running number>. **CONCLUSIONS.** The content is written in also the style Text.

ACKNOWLEDG(E)MENT(S)

The title is written as a “Section title”, regular, and not numbered. The text is written as paper text.

The **APPENDICES** are included after either the **CONCLUSIONS** or the **ACKNOWLEDG(E)MENT(S)**, before the reference list.

Received on (month day, year)

The editor confirms the manuscript reception date for the accepted papers (Style “Text not indented”).

REFERENCES

The references are called within the text by their number contained in square brackets, e.g. [1, 2, 7–10]. Book references may include also the pages, in parentheses, e.g. [7] (pp. 75–79).

The title of the reference list is written as a “Section title”, not numbered, and regular.

The references are written in Times New Roman, 8 pt, regular, justified (Style “References list”). The referenced title is *italic*. All the following rows are indented by 0.63 cm. The reference list is written as follows:

For journal papers: With the following syntax.

Number of order, period, {space, first name initial(s), period, name, comma,} repeated for each author, space, paper title with italics, comma, journal title, comma, space, volume (bold), comma, space, number in volume (italic), comma, space, pp., space, first page, long hyphen, last page, space, year in parentheses, period.

Note. For women the first name may be full.

1. Anca Tomescu, F. M. G. Tomescu, *Existence and uniqueness of weak solutions of the induced current reaction problem (Part I: Electric field problem)*, Rev. Roum. Sci. Techn. – Électrotechn. Et Énerg., **39**, 1, pp. 25–44 (1993).

For books:

2. P. Hartman, *Ordinary Differential Equations*, John Wiley & Sons, Inc., New York – London – Sydney, 1964, p. 100–125.

Papers in volumes:

3. A. Nagourney: *Parallel computation of economics equilibria*, In: G. Astfalk (Edit.), Application on Advanced Computers, pp. 265-276, SIAM, Philadelphia, PA, 1996.

Communicated results:

4. X. Noname, *Title of paper*, Title of conference, place, date.

ELECTRONIC FORM

The electronic version of the manuscript and all the three mandatory accompanying documents will be e-mailed at **revue@elth.pub.ro**.

The template file contains the collection of styles referenced in the above explanations. Please use them!!!