

GUIDELINES FOR JURUTERA AUTHORS

Overview

The primary objective of JURUTERA is to present articles of general interest to IEM members. JURUTERA provides reports and news on professional activities, branch activities, and current issues of interest. It also serves as a medium of communication between the Institution and its members, providing notices and announcements of IEM affairs.

Articles submitted for publication in JURUTERA must be original and unpublished elsewhere, and of interest to IEM members. Technical content should be presented in a readable and accessible style. JURUTERA is published monthly with a circulation of 15,000 copies (2004).

Deadlines

Articles must be sent in at least *one month* beforehand. For instance, a story intended for the May issue must be received before 31 March. The actual publication of an article is at the sole discretion of the Sub-Committee on Editorial Board.

Submitting Material

Research papers are not accepted, since JURUTERA is not a peer-reviewed publication. However, articles based on research conducted are most welcome.

The author may be requested to modify the article or to clarify certain points in the article. The Sub-Committee on Editorial Board reserves the right to edit manuscripts not only for clarity, readability and length but also for content.

Electronic copies of articles may be sent as attachments to the following e-mail: **pub@iem.org.my**. Accepted document formats are the Microsoft Word 97/2000 DOC format and RTF (authors without access to Microsoft Word can use OpenOffice.org.) Your documents should have meaningful and unambiguous names. Do not embed objects in your documents.

Please inquire via e-mail before sending very large documents (above 1MB in size.) Large documents may be sent compressed using the ZIP archive

format. Large image files should be sent as separate attachments.

Submissions on diskette, CD-ROM, and printed photographs and picture slides are also accepted.

Writing Style

It is recommended that authors peruse published articles in issues of JURUTERA to get a feel for the style, format and nature of the articles. A technical article may use a formal style, while an opinion piece may be written in a very casual style. The Editorial Board prefers to refrain from imposing particular styles.

Articles should be in either U.K. English or Bahasa Malaysia. Submitted material is expected to be of a high standard. The Sub-Committee on Editorial Board consists of volunteers; we will not fix poorly-written material for the author.

Since articles submitted for Jurutera are not peer-reviewed, the onus is on the author to ensure that the article is factually correct and the arguments sound.

An article should be written in a clear and direct style. Paragraphs and sentences should be short and easily digestible. Do avoid long-winded and tedious technical writing styles. Writing is a two-way street; remember that you are writing for an audience that consists largely of both technically-minded trained professionals and budding engineers. The reader should be moved along briskly; reading JURUTERA ought to be an enjoyable and satisfying activity.

Organisation Of An Article

An article should always start with a title and an author's byline. An abstract is not necessary.

An article should communicate information efficiently and effectively to readers. The prose should follow a coherent line of thought. Sidebars, tables and figures may be used where appropriate. All mathematical equations must be properly typeset.

An article should always have a proper conclusion. Technical or formal articles may have a reference section.

References should be cited using the IEEE style.

Manuscript Format

Articles should be single-spaced, in a 12 point serif font (e.g. Times New Roman.) An article, including tables and figures, should be no longer than *four (4)* A4 pages. Letters to the editor should be no longer than 2 pages.

Authors should also provide separately a passport-sized photograph (or equivalent) of themselves.

Photographs And Illustrations

All photographs should be of high quality, ready for typesetting. Image files should be in JPG/JPEG format, and of a high resolution (300 DPI or better.)

Drawn illustrations must be of high quality, as they will be used "as is". All figures, tables, graphs and photographs must be properly captioned.

Fair Use Of Copyrighted Material

Since JURUTERA is a widely-circulated publication, it is necessary to adopt a conservative policy on the fair use of copyrighted material. The Sub-Committee on Editorial Board reserves the right to reject articles that exercises the doctrine of fair use in an excessive manner. It is up to the author to obtain permission, if necessary, for the use of copyrighted material.

Use Of Proprietary Material

An article must not overtly promote a proprietary or commercial product. Such articles will be immediately rejected. Proprietary material such as trade names and proprietary terms should be avoided. Prose that seem advertorial in nature is frowned upon. An objective and balanced technical discussion involving commercial products is acceptable.

IEM JURUTERA
Sub-Committee on Editorial Board,
6 Nov 2004