The Institution of Engineers, Malaysia

Guidelines for JURUTERA Authors

Overview

The primary objective of JURUTERA is to publish 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 one of the medium of communication between the Institution and its members, providing notices and announcements of IEM.

Articles submitted for publication in JURUTERA must be original, light reading material, unpublished elsewhere, and of interest to IEM members. Technical content should be presented in a readable and accessible style. JURUTERA is published Monthly, and can be viewed in the IEM website.

Technical Articles

1. Since JURUTERA is not a peer-reviewed publication, research articles can be forwarded to the Editor of IEM Journal. However, articles based on research conducted are welcome.
2. A technical article are limited to **2,400 words**. The word count must be reduced appropriately with each additional figure or diagram or photo.
3. The author may be requested to modify the article or to clarify certain points in the article. The Editorial Board reserves the right to edit manuscripts for clarity, readability, length and content.
4. 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 checked by the authors themselves, using MS Excel formulae format. It is suggested that all articles have a summary or conclusion. Technical or formal articles may list the references cited using the IEEE style.
5. The actual publication of an article is at the sole discretion of the Editorial Board.

Reports on Activities

1. **Each report shall be limited to 800 words:** All reports should be concise and precise in view of the limited publication space. The word count must be reduced appropriately with each additional figure or diagram or photo. As the sizes of such insertions affect their word-count-equivalent, it will be left to the judgement of the authors on the number of words to cut. The Bulletin Editor retains the right to edit or further reduce the number of words.
2. **All reports are subjected to selection for publication by the Editorial Board:** To better determine themselves on the suitability of the reports, the Editorial Board is free to seek further advice from parties deemed fit to do so, while avoiding conflict of interest such as asking the same Technical Division to vet their own reports.
3. **Reports on activities should be value-adding to the readership:** For example, reports on talks should be akin to an extended abstract from which readers could get the gist of the talk and the subsequent Q&A. Reports on visits, forums and others shall serve a similar purpose, *e.g.* highlighting critical observations, issues, resolutions that will be of interest to the readers. Other than the basic information such as title, venue, name and affiliation of the speaker, details which are of little interest to most readers (such as the time of arrival at a destination,presentation of a token of souvenir etc) should be excluded.
4. **A report should preferably be submitted within a month from the date of activity:** Considering that some Technical Divisions have internal vetting process prior to submission, the Editorial Board will not be unreasonably strict with this requirement.
5. Although the Editorial Board will strive to publish the reports in a timely manner, the Editorial Board reserves the right to Schedule to a later date, *e.g.* to provide room to clear

the backlog, or to better fit the theme of the month. Until the backlog is cleared, each issue of JURUTERA will contain a mix of earlier submitted and relatively current reports.

6. It is also the discretion of the Bulletin Editor to decide on the reports to be uploaded in the IEM webportal "Jurutera Online".

Writing Style

1. It is recommended that authors peruse published articles in past 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.

2. Articles should be in either U.K. English or Bahasa Malaysia. Submitted material is expected to be of a high standard.

3. 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 are sound.

4. An article should be written in a clear and direct style. Paragraphs and sentences should be short and easily digestible. Long-winded and tedious technical writing styles must be avoided. 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.

Authors

Authors are requested to submit a recent passport-sized photograph together with a brief profile of themselves. Authors are also encouraged to provide keywords for articles submitted.

Submission of Materials

Electronic copies of articles may be sent as attachments to the following e-mail address: *pub@iem.org.my or sec@iem.org.my*. Your documents should have meaningful and unambiguous names. Large documents may be sent compressed using the ZIP archive format and should be sent as separate attachments.

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 (at least 300 DPI.) Drawn illustrations must be of high quality, as they will be used "as is". All figures, tables, graphs and photographs must be rightly captioned.

Fair Use of Copyrighted Material

It is necessary to adopt a conservative policy on the fair use of copyrighted material. The 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 seems advertorial in nature is unwelcome. An objective and balanced technical discussion involving commercial products is acceptable.

IEM JURUTERA Editorial Board
Rev 3 June 2006, June 2011
Rev 4 September 2013
Rev 5 February 2021