**JJEE MS Word Template for Manuscript’s Preparation**

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| *Received: xx, 20XX* | *Revised: xx, 20XX* | *Accepted: xx, 20XX* |
| ***Abstract—*** This article aims to guide authors who submit their manuscripts for possible publication in the Jordan Journal of Electrical Engineering (JJEE) - an international peer-reviewed journal, the scope of which includes all new theoretical and experimental findings in power and energy engineering, communications engineering, electromagnetics, microelectronics, Nano circuits and systems, mechatronics, computer engineering, control engineering, biomedical engineering and any closely related fields.***Keywords—*** Electrical engineering; Computer systems; Biomedical engineering.   |

# **INTRODUCTION**

This template, prepared on MS Word 2010, provides authors of Jordan Journal of Electrical Engineering (JJEE) with most of the formatting specifications needed for preparing the electronic versions of their manuscripts. It defines the following structure of JJEE articles that should be observed: title, authors, affiliations, abstract, keywords, introduction, main text, conclusions, acknowledgements, appendix and references. It also defines formatting styles including page layout, header and footer, font type, font size, line spacing and sections’ numbering. Final camera-ready versions of manuscripts must conform to this layout. The simplest approach is to use this template and insert headings and text into it as appropriate.

# **TYPES OF ARTICLES**

JJEE publishes the following types of articles:

* Original research articles: up to 8,000 words
* Review articles: up to 10,000 words
* Technical notes: up to 3,000 words
1. **FORMAT GUIDE**

Manuscripts, submitted for possible publication in JJEE, should conform to the structure and styles of this template. This (.docx) document has been prepared on MS Word 2010.

* 1. **Page Layout and Margins**

Standard A4 (21 cm x 29.7 cm) portrait page set-up should be used. The left, right and top margins should be 2.5 cm, and the bottom margin should be 2 cm. Do not use any headers, footers or footnotes of your own. The manuscript should be in a single column format without page numbers.

* + 1. *General Format*

All texts in the JJEE article should be in Book Antiqua (BA) font except the title which should be in Bookman Old Style (BOS). Main sections of the article should be in uppercase letters, while the article’s subsections, in addition to the article’s title, should be in title case letters. The text in the header and footer of this template should not be modified by the author. Table 1 shows the formatting style for each component of the JJEE article.

Table 1. Formatting styles of article’s components.

|  |  |  |  |
| --- | --- | --- | --- |
| Component | Justification | Font | Line spacing |
| Title | Centre | 14 pt. BOS, bold | Single, 14 pt. before, 12 pt. after |
| Authors | Centre | 12 pt. BA, bold | Single, 6 pt. after |
| Addresses | Centre | 9 pt. BA | Single |
| Email | Centre | 9 pt. BA | Single |
| Abstract heading | Left | 9 pt. bold italic BA | Single |
| Abstract text | Full (left/right) | 9 pt. BA | Single |
| Keywords heading | Left | 9 pt. bold italic BA | 6 pt. line sp. |
| Keywords | Full (left/right) | 9 pt. BA | 18 pt line sp. |
| Section headings | Left | 11 pt. bold BA, capital case | Single, 18 pt. before, 6 pt. after |
| Sub-section heads | Left | 11 pt. bold BA | Single, 18 pt. before, 6 pt. after |
| Sub-sub-sections | Left | 11 pt. italic BA | Single, 12 pt. before, 6 pt. after |
| Body text | Full (left/right) | 11 pt. TNR | 1.15 pt. spacing |
| Figures | Centre | - | - |
| Figure captions | Centre | 9 pt. BA | Single |
| Tables | Centre | 10 pt. BA | 1.15 pt. spacing |
| Table captions | Centre | 9 pt. BA | Single |
| References | Full (left/right) | 10 pt. BA | At least 14.4 pt. |

* 1. **Title**

The title should be written in 14 pt., Bookman Old Style font, centered and using the bold and Title Case (first letter of each word is capital) formats. It should be followed by 12 pt. line spacing.

* 1. **Authors**

Authors’ names should be written in 12 pt. Book Antiqua font that is Bold, centered and followed by 6 pt. paragraph spacing. If necessary, use superscripts to link individual authors with institutions as shown above. Authors’ affiliations should in 9 pt. Book Antiqua font, centered. The corresponding author should be identified by adding an (\*) after his name. Email address of only the corresponding author should be provided - on the line directly following his affiliation - in 9 pt. Book Antiqua.

* 1. **Abstract and Keywords**

Both the abstract and keywords should be located inside a table cell that fits to window as shown above. The Abstract section begins with the word, “Abstract” in 9 pt. Book Antiqua, bold italics, “Title Case” font. The text layout of the abstract should be in 9 pt. Book Antiqua with single line spacing and fully justified.

The Keywords section begins with the word, “Keywords” in 9 pt. Book Antiqua, bold italics, “Title Case” font. There may be up to six keywords (or short phrases) separated by semi-colons written in 9 pt. Book Antiqua font. A space – of 9 pt. - should be added before and after the abstract and after the keywords.

* 1. **Sections and Sub-sections**

Section headings should be numbered using Arabic numerals (1., 2., etc.) in 11 pt. bold “Capital Case” Book Antiqua font. Line spacing – of 18 pt. – should be added before the section and 6. pt line spacing after it.

Subsection headings are to be numbered as: 1.1. ; 1.2. and written in 11 pt. bold Book Antiqua font. 18 pt. line spacing should be added before the subsection and 6. pt line spacing following it.

* 1. **Text**

Main-body text is to be written in fully (left and right) justified 11 pt. Book Antiqua font with Multiple line (1.15 pt.) spacing. Each paragraph should start with a tab of 1 pt. No line spacing is needed between different paragraphs.

* 1. **Symbols, Units and Equations**

All Greek letters and unusual symbols should be identified by name in the text, the first time they are used. Follow internationally accepted rules and conventions: use the International System of units (SI). If other quantities are mentioned, give their equivalent in SI.

Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text). Equations can be referred to as: Eq. (1), Eq. (2), or Eqs. (1) and (2).

* 1. **Figures and Tables**

All inserts, figures, diagrams, photographs and tables must be centre-aligned, clear. All figures should be prepared with high resolution (> 450 dpi) and at a scale of 100%. They must be incorporated into the text and submitted separately as original graphics files

Figures must be abbreviated as (Fig.) and numbered consecutively, 1, 2, etc., from the beginning to the end of the article (e.g. Fig. 1). Tables are also to be numbered consecutively, 1, 2, etc., from the beginning to the end of the article (e. g. Table 1) and independently from the figures.

In the figures, the titles of x-axis and y-axis should be in Calibri, bold and with “capital case” 12 pt font size. If these titles contain units, then they should be placed in square brackets; e. g. [m/s]. All values on x-axis and y-axis should in Calibri, bold, 10 pt font size. All legends inside the figure should be in Calibri, bold and with 10 pt. font size. A line spacing of 11 pt. should be added after each figure caption.

Figure and table captions must be centered in 9 pt. Book Antiqua font, followed by a single 11 pt line spacing. Tables and figures must appear as close to their point of reference as satisfactory formatting of the final document permits. Fig. 1 shows an example of JJEE figures’ format.

Fig. 1. Short-circuit current versus oxide thickness of the conventional and the proposed MIS solar cells.

* 1. **References**

All publications cited in the text should be presented in a list of references following the body of the manuscript. Indicate references by number(s) in square brackets in line with the text. Number the references (numbers in square brackets) in the list of references in the order in which they appear in the text with an indent of (0.75 pt.). The full references should be given and written in 10 pt Book Antiqua font that is fully justified with a line spacing of 14.4 pt. Reference to a journal article should be formatted as shown in references [1-3], appearing below in the list of references. Reference to a journal article published under a volume (with no issue) should be formatted as in [4], and a reference to a journal publication with article number should be formatted as in [5]. Reference to a book should be formatted as in [6], while reference to a conference paper should be formatted as in [7]. Format of a reference to a website should be as in [8, 9] and it should be as in [10] for datasets.

1. **CONCLUSIONS**

Manuscripts should be submitted using the JJEE’s online submission system (https://www.ejmanager.com/my/jjee). Submitted manuscripts should be either .doc or .docx format. Final camera-ready versions should take into account reviewers’ comments.

**Acknowledgement:** The authors would like to thank their institution for the financial support of this article.

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