JIEE
Guidelines for Authors

1. Introduction

The "Journal of Innovation in Engineering Education (JIEE)" is an open-access peer-reviewed journal in various engineering disciplines. The journal aims to provide an important platform for scientific discussions related to engineering and technology amongst national and international researchers. It seeks to publish original research papers of scientific quality to provide archival resources for researchers from all engineering backgrounds. The journal considers articles in the form of research articles, review articles, and short commentary. It is published annually by the Institute of Engineering, Thapathali Campus.

The journal welcomes research articles from all engineering fields such as Engineering & Technology, Aerospace Engineering, Automotive Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Electrical Engineering, Electronics & Embedded Technology, Energy & Power Engineering, Environmental Engineering, Technology, Industrial & Systems Engineering, Materials Science & Engineering, Mechanical Engineering, Mechatronics, Robotics, Transportation Engineering and more.

2. Types of paper

JIEE considers the following types of articles for publication.

- *Research article*: Research articles (5000-8000 words) are original, high-quality, research papers presenting significant research findings.
- *Review article*: Review articles (7000-9000 words) should present a state-of-the-art overview of a specific area or topic presenting a comprehensive review of the relevant research.
- *Short commentary*: A short commentary (1000-3000 words) discussing an article previously published in the JIEE.

Note: *All text, tables, figures, and appendixes are counted for the word limits per guideline of each article type, but references, acknowledgements, or supplementary materials are not counted. Manuscripts exceeding word limits may be rejected before peer review.*

3. Submission checklist

Authors can use the below list to carry out a final check of their submission before sending it to the journal for review.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded:

- *Manuscript*:
  - Include keywords
  - All figures (include relevant captions)
  - All tables (including titles, description, footnotes)

- o Ensure all figure and table citations in the text match the files provided
- o Indicate clearly if color should be used for any figures in print
- *Supplemental files* (where applicable)

Further considerations
- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)
- A competing interest's statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed

4. Declaration of competing interest
- All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors should provide the declaration of competing interest statement during the submission.
- If there are no interests to declare, please mention it during the submission.

5. Submission declaration and verification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder.

6. Use of inclusive language

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Content should make no assumptions about the beliefs or commitments of any reader; contain nothing which might imply that one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability, or health condition; and use inclusive language throughout. Authors should ensure that writing is free from bias, stereotypes, slang, reference to dominant culture and/or cultural assumptions. We advise to seek gender neutrality by using plural nouns ("clinicians, patients/clients") as default/wherever possible to avoid using "he, she," or "he/she." We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability, or health condition unless they are relevant and valid. These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.

7. Author contributions

For transparency, we encourage authors to submit an author statement file outlining their individual contributions to the paper using the relevant CRediT roles: Conceptualization; Data curation; Formal analysis; Funding acquisition; Investigation; Methodology; Project administration; Resources; Software; Supervision; Validation; Visualization; Roles/Writing - original draft; Writing - review & editing. Authorship statements should be formatted with the names of authors first and CRediT role(s) following.

8. Copyright

Upon acceptance of an article, the copyright for the published works remains in the JIEE, Thapathali Campus and the authors.

9. Role of the funding source

Authors are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement, then this should be stated.

10. Submission and peer review

- Our online submission system guides you stepwise through the process of entering your article details and uploading your files. The system converts your article files to a single PDF file used in the peer-review process. Editable files (e.g., Word, LaTeX) are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.
- Please submit your article via email to ***journal@tcioe.edu.np***
- The Editors first evaluate all submitted manuscripts. Those rejected at this stage are insufficiently original, have serious scientific flaws, have poor grammar, or English language, or are outside the Aims and Scope of the journal. Those that meet the minimum criteria are passed on to two subject matter experts for review. Referees advise the Editors, who are responsible for the final decision to accept or reject the article. Note: The Editor decision is final.
- Regardless of the file format of the original submission, at revision you must provide us with an editable file of the entire article. Keep the layout of the text as simple as possible.
- To avoid unnecessary errors, authors are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

11. Article structure

- *Subdivision - numbered sections*: Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering).
- *Appendices*: If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly, for tables and figures: Table A.1; Fig. A.1, etc.
- *Essential title page information*

- o Title
- o Author names and affiliations.
- o Corresponding author email address
- o Abstract (should not exceed 200 words)
- o Abbreviations (if any)

12. Formatting requirements

- **Manuscript structure**: All manuscripts must contain the essential elements needed to convey your manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, Figures and Tables with Captions. Divide the article into clearly defined sections
- **Figure**: Please make sure that all the figures are in an acceptable format and with the correct resolution.
- **Tables**: Please submit tables as editable text and not as images. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.
- **Captions**: Ensure that each illustration (figure and table) has a caption. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.
- **Math formulae**: Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).
- **Footnotes:** Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article.
- **Acknowledgements:** Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance, or proofreading the article, etc.).
- **Funding sources:** List funding sources in this standard way to facilitate compliance to funder's requirements:
    > *Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].*

If no funding has been provided for the research, please include the following sentence:
    > *This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.*

- **Supplementary material**: If your article includes any Supplementary material, this should be included in your initial submission for peer review purposes.

- **References**: Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list but may be mentioned in the text. If these references are included in the reference list, they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.
- **Reference style:** Please follow IEEE reference style and visit https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf for details.