

Submission Template – RESEARCH AND REVIEW PAPERS

The JHE requires all authors to submit the following:

- A main full text submission - no longer than 5,000 words for research papers or 8,000 words for review papers, not including any abstracts, figures/tables or the reference section.
- A summary paper submission - a summary of the main submission no longer than 600 words, written in non-technical language that is accessible to all readers regardless of background. Guidelines surrounding the summary paper are detailed below.

A template for the entire submission can be found in the later portion of this document, including detailed formatting requirements for the full text submission. The template also includes details of the summary paper, and further guidelines for the summary paper are listed in the sections below. Authors can make use of the template contained in this document simply by deleting the “Submission Template” and “Summary Paper Guidelines” text sections.

Summary Paper Guidelines

As a requirement of submission to the Journal of Humanitarian Engineering (JHE), each corresponding author is required to submit a summary paper. This section is intended to help authors with the submission of a summary paper, and the template for the summary paper is included in the submission template contained in this document.

The objective of the summary paper is to provide the reader with a short overview of the full research submission in a format and language that is easily accessible without the need for specialised engineering knowledge. This allows the content of the paper to be accessible to a wider non-academic and non-engineering based audience, such as field practitioners, non-government organisations and non-engineering institutions. This enables the JHE to ensure that quality humanitarian engineering research is accessible to all.

The summary paper will be peer reviewed in conjunction with your full submission.

Please do not hesitate to contact the editorial team (journal@ewb.org.au) with any queries regarding the submission of the summary paper or the guidelines outlined in this document.

Notes on the summary paper template:

1. **Language** – The language used in the summary paper should be formal English

that can be easily understood by a person without expert technical knowledge. The analogy that we like to use is ‘if your grandma can understand it then it’s perfect – with the exception of engineering grandmas!’

2. **Length** – The summary paper should be limited to 1-2 pages (this does not include the space taken up by images/figures or tables – see the full paper template for guidelines on formatting images/figures or tables). A guideline to the required amount of text is included in the template, but overall the text should be between 300 and 600 words. Summary papers exceeding 600 words will not be accepted.
3. **Structure** – The heading structure listed in the template of the summary paper is a standard structure and authors are discouraged from significantly altering the section titles. However, the summary paper should not restrict the structure of the full paper.
4. **Referencing** – References are not required for summary papers. All referencing should be restricted to the full paper submission.
5. **Formatting requirements** – The formatting requirements are as presented in the template below.
6. **Submission** - The summary paper is to be submitted online as part of the full paper submission at the following website: <http://www.ewb.org.au/jhe>. Authors’ submission will consist of a main paper submission and a summary paper. These should be submitted as one Word document, with the first 1-2 pages comprising the summary paper and the rest of the document being the main paper. Authors are required to register as an author in order to submit a paper, this can be done at the following link: <http://www.ewb.org.au/jhe/index.php/jhe/user/register>

The JHE team would like to thank you and all authors in advance for submitting a summary paper, it is a direct contribution to making the JHE the most accessible open-access engineering journal on the planet.

Title of submission

Summary Paper

Author 1. (Full Name)

Author's Affiliation: e.g. Department of Environmental Engineering, RMIT, Melbourne
Australia OR Returned Field Volunteer, Engineers Without Borders Australia, Melbourne

Author's e-mail address

Author 2. (Full name)

Author's Affiliation: e.g. Department of Environmental Engineering, RMIT, Melbourne
Australia OR Returned Field Volunteer, Engineers Without Borders Australia, Melbourne

Author's e-mail address

Keywords: Four to six keywords or phrases should be chosen that are relevant to the publication and would facilitate search tools. Keywords should be listed in alphabetical order, separated by commas, and the start of each keyword should be capitalised. Example: Off-grid electricity, Photovoltaic, Rural power, Solar power

1

AUDIENCE

TARGET

A brief summary, or list of the individuals or groups, that could practically benefit from this research. Examples include: Individuals and organisations living and/or working in off-grid settings, humanitarian engineering educators looking for interesting case studies of appropriate technology, etc. *(2 lines, or up to 10 items)*

2

BACKGROUND

A brief background of the research basis or context of the research described in your paper, including some indication of what is already known. (3 – 4 sentences)

3

PURPOSE

Briefly describe the purpose behind the research, whether that is a research question, hypothesis, or case study examination. (1 sentence)

5

METHOD

Include a brief summary of the research methodology utilised, the data and evidence used to support your argument, and how it is justified. (2 to 3 sentences)

6

RESULTS

Summarise and briefly discuss the key findings of the research study. Any images or graphs that are critical to this summary are encouraged to be included (and formatted as per the full paper guidelines), however it is recommended that these inclusions be restricted to images and information that can be easily understood by an audience without expert knowledge. (4 to 5 sentences).

7

IMPLICATIONS FOR TARGET AUDIENCES

Describe the significance of the findings of the research for the target audience. What are the implications of the research findings for their practice? (4 to 5 sentences).

Paper title – Main submission template

Author 1. (Full Name)

Author's Affiliation: e.g. Department of Environmental Engineering, RMIT, Melbourne
Australia OR Returned Field Volunteer, Engineers Without Borders Australia, Melbourne
Author's e-mail address

Author 2. (Full name)

Author's Affiliation: e.g. Department of Environmental Engineering, RMIT, Melbourne
Australia OR Returned Field Volunteer, Engineers Without Borders Australia, Melbourne
Author's e-mail address

***Abstract:** This template gives you the formatting guidelines necessary to allow paper submission to the Journal of Humanitarian Engineering (JHE). Use this document as a template if you are using Microsoft Word or an equivalent word processing application that is able to save in .doc or .docx format. This allows ease of any further editing that may be required by the editorial team. The total abstract length shall not exceed 250 words. Abstracts (like the paper title) must contain no information to identify authors or their affiliations. Abstracts should be formatted as a single (continuous) paragraph, and not contain any in-text citations nor make any references to figures and tables. As a minimum, authors should use the abstract to clearly identify the following: (i) the (paper) topic and (ii) the extent to which the paper establishes a novel view or analyses, presents new data or findings, and/or conveys a useful message not already prevalent in peer-reviewed literature on the (paper) topic.*

Keywords: Four to six keywords or phrases should be chosen that are relevant to the publication and would facilitate search tools. Keywords should be listed in alphabetical order, separated by commas, and the start of each keyword should be capitalised. Example: Off-grid electricity, Photovoltaic, Rural power, Solar power

1 INTRODUCTION

This template provides general guidance on how to format your paper for submission to the Journal of Humanitarian Engineering (JHE). This document has formats pre-defined and it is suggested it be utilised by typing or pasting the relevant text into the sections provided. The preferred format for submitting your paper for submission is in a .doc or .docx format. All paper submissions to the JHE are to be submitted electronically via the following website: <http://www.ewb.org.au/jhe>. Authors are required to create an account via the website and then click on 'New Submission' or 'Start A New Submission'.

This electronic template can be downloaded from the following link of the JHE website:

<http://www.ewb.org.au/jhe/index.php/jhe/about/submissions#authorGuidelines> or by contacting the Editorial Team (journal@ewb.org.au) to receive the template by e-mail. The correct formatting in this template should be preserved and the author need not worry about changing font styles or positioning and text can simply be typed or pasted into the appropriate spaces allocated for text. Changes in style can be accomplished by using the ‘Styles’ formatting toolbar (at the top of the Word window in versions dating pre 2007 or located under the ‘Home’ tab on the formatting ribbons for Word version 2011). The style at this point in the document is “Normal”). Highlight a section that you want to designate with a certain style, and then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. Do not change the font sizes or line spacing to squeeze more text into a limited number of pages, edit your work to accommodate the page limit. Use italics for emphasis; do not underline. All text must be justified.

2 PAPER FORMATTING

2.1 Paper title – (style: Heading 1)

The paper title is Times New Roman font 16 point bold, centred, in sentence case (only the first word and proper nouns capitalised).

2.2 Author details

Author details are centred and should include 3 lines for each author. The first line should have the name of the author in Times New Roman 11 point. The second line should give the institution, city and country of the author in plain text, Times New Roman 11 point. The third line should give the author’s email address. There should be one blank line after each author.

2.3 Abstract

The abstract should be no more than 250 words in length, written in Times New Roman 12 point italics, justified and authored in single spacing. The word ‘Abstract’ should be first in bold, followed by a colon and then the text of the abstract. There should be one blank line after the Abstract.

2.4 Paper length

The paper should be no more than 5,000 words in total for research papers or 8,000 words for review papers. These limits do not include appendices or references. Page numbers should not

be included.

2.5 Major section headings – (style: Heading 3)

Heading 3 is Times New Roman 14 point bold. Note that Heading 1 is used only for the title of the paper and Heading 2 is used for the section headings of the summary paper. Therefore, Heading 3 is used for all major section headings of the full paper. The headings should be capitalised and should number in sequence automatically. It is up to the author's discretion as to the title of the major headings to be chosen for the paper. A general technical report format is expected to be followed, i.e. Introduction, Methodology, Evaluation (e.g., Results and Discussion), Conclusions and Recommendations, Acknowledgements, References. These may be altered to suit the structure of the paper with the exception of the 'Introduction' and 'Conclusion' sections which must be included in the submission. In this template, "Introduction" and "Paper Formatting" are major section headings.

2.6 Minor section headings – (style: Heading 4)

Minor section headings should use Heading 4: Times New Roman 12 point bold. Headings should be in sentence case (only the first word and proper nouns capitalised). It is up to the author's discretion as to the title of the minor headings used the paper. In this template, "Paper title" and "Author details" are minor section headings.

2.7 Paragraph format – (style: Normal)

The standard paragraph format is Times New Roman 12 point and justified. This style can be found labelled as "Normal" in the Styles and Formatting toolbar.

2.8 Figure formatting

We strongly encourage the use of photographs and figures to complement your paper submission. The editorial team request that the image be inserted into the paper accompanied by an appropriate caption (as seen below). If the file size of the paper submission is expected to be excessive, a low-resolution image may be inserted into the submission as a placeholder, but a high-resolution version of the image must accompany the paper submission as an attachment. Any attached images must be clearly labelled to distinguish their placements in the submission. A caption should be provided below the figure, numbered in order of placement, and in Times New Roman 11 point.

Figure 1: A Pekin duck.

2.9 Table formatting

Table formatting is similar to that of the figure formatting. We ask that all tables be inserted into the body of the text particularly if they are created with a Word processing software. The table should be inserted as seen below with a clear title above the table. If the table is to be inserted as an image, the placement procedure as indicated in “Section 2.8 Figure formatting” should be followed with the highest resolution images of the tables to be included in the submission.

Table 1 : Average flock sizes of local ducks

	Ducklings	Adult females	Adult males	Total
Sampong Cham	9	1.4	.9	6.3
Sampot			.7	.7
Madar Meanchey			.2	.2
Kattanakiri	.5	1.2	.2	9.9
Kiem Reap	4	94.7	0.7	19.4

2.10 Quotations

Quotations of less than 30 words should be included within a paragraph. Quotations should be bookended with quotation marks (e.g., “A quote should read like this”).

For quotations over 30 words, indent left and right, in Times New Roman 12 point (style: Quote), as per the following example:

“Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris condimentum congue risus et molestie. In aliquam elit diam, at accumsan magna fringilla sed. Etiam consectetur neque at justo sodales mattis. Phasellus eu nibh cursus, pellentesque magna at, commodo augue. Donec eu libero tortor. Donec iaculis turpis sed urna sollicitudin, vel semper enim vehicula.”

Smaller quotations within larger quotations should be bookended with apostrophes (e.g., “A quotation within a quotation should ‘look like this’, for example”).

2.11 Bulleted lists

Bulleted lists should be as per below.

- item 1
- item 2

2.12 Numbered lists

As for numbered lists, use the following.

1. item 1
2. item 2

2.13 Equations

Every equation must be referred to in the text. Each equation must be numbered appropriately as seen in the example below.

(1)

2.14 Numbers and units

Spell out every number one to nine and any numbers at the start of a sentence, then 10, 15, etc. Use numerals for percentages and other use of units (e.g., 5 % or 5 cm) except at the start of a sentence (e.g., “Five per cent” or “Five centimetres”).

All units are to be stated in the International System of Units (SI units). Where a unit has been calculated originally in another form of units, (e.g., imperial units) these units may be stated alongside the SI units in parenthesis, i.e., 1 kg (2.20462 pounds). All non-standard units should be clearly defined.

A comma should be utilised as a thousands separator and a full stop as a decimal point, i.e., 1,000,000 or 1,000, and 1.25 and 3.456. SI prefixes should be utilised where appropriate to avoid very large and very small numbers. Scientific notation and significant figures are to be utilised as appropriate. Generally speaking, scientific notation is used under the following conditions:

1. when a number is likely to have a large number of trailing zeros that are not significant and where an appropriate SI prefix cannot be found (i.e., 30,000 W can

be written as 30 kW)

2. where a number is very small (i.e., less than 0.01)
3. where any number is in exponential form

2.15 Dates

Dates must be written as follows: 5 February 2013; in the eighteenth century; in the 1400s.

2.16 Footnotes

Do not use footnotes in your paper.

3 ACKNOWLEDGEMENTS

Acknowledgements can be made before the references if pertinent to the project. Use “Heading 3” and “Normal” styles.

4 REFERENCES

References are listed in Times New Roman 12 point, using the “Normal” style.

Use Harvard referencing both in text and for listing references at the end of the paper. References in text should be author and date as follows: Adams (2019) or (Adams 2019). If there are more than two authors, then “et al.” is used. For example: Adams et al. (2019) or (Adams et al. 2019).

An example of a journal article referenced in Harvard style is as follows:

Tilley, E, Bieri, S & Kohler, P 2013, ‘Sanitation in developing countries: a review through a gender lens’, *Journal of Water, Sanitation and Hygiene for Development*, vol. 3, no. 3, pp. 298–314.

An example of a book referenced in Harvard style is as follows:

Creswell, JW & Poth, CN 2016, *Qualitative Inquiry and Research Design: Choosing Among Five Approaches*, 4th edn, SAGE Publications, Inc., Thousand Oaks.

5 APPENDICES

A few pages of appendices may be included where size restrictions in the main body of the submission restrict their inclusion. Appendices must be included after the references and must be numbered consecutively. If your manuscript is accepted, appendices may not be included in the print version of the journal but will be available as Supplementary Material on the JHE website.