

Information & guidelines for the authors of the EREM

1. Delivery of the copy

- a. The author shall deliver complete copy of the work in the following form:
 - i. Mounted sheets and typed riders of new material, or as agreed with Claeys & Casteels, with digital copy.
 - ii. Every article starts with an abstract or an executive summary.
 - iii. Illustrations, photographs, pictures or diagrams, ready for the printer (important: only grey-scale printing!) and acceptable to the publishers in content and form.
 - iv. The text – in English UK standard language - made in Microsoft Word, without using automatically layout.
 - v. The use of capitals is strictly limited to names of individuals, organisations, countries, and so on.
 - vi. Do not use titles for individuals (e.g. dr. James Watt)
 - vii. Include up to eight key words that describe the article for indexing purposes
- b. Illustrations, which shall be included in the work at the sole discretion of the publishers, shall be supplied by the author in a state ready for reproduction and shall be returned to the author if so required.

2. Inclusion of copyright material

- a. The author shall obtain written permission for the inclusion of any copyright or confidential material in his article, whether text, illustrations or otherwise, and shall be responsible for payment of all fees charged for the use of such material.

3. Copyright

- a. The contents of the work shall remain the property of the author and is also reserved by the European Energy Institute

c/o KULeuven Research.

- b. The layout and design of the work is reserved by the publishers Claeys & Casteels.
- c. The publishers acquire the right to publish accepted contributions both in hard copy and in electronic form.

4. Refereeing process

- a. All papers/articles will undergo a peer-reviewing process.
- b. The Editor will forward the referees' remarks to the author(s), with the request to give adequate response to the referees' comments and recommendations.
- c. Upon receipt of the revised manuscript, the Editor will decide upon acceptance for publication.

5. Proofreading

- a. About one month after the copy has been submitted by the editor, the author (in case of several authors, the first cited) shall receive one draft of his text in order to make the proper corrections by using track changes (Microsoft Word Reviewing tool).
- b. Drafts must be read with meticulous care by the author and returned within two weeks of receipt. We cannot accept major re-drafting of the text: only minor corrections and additions can be accommodated.

6. Presentation copies

The author shall be entitled to receive on publication a total of twenty-five presentation copies of the issue.

7. The publishing schedule

- a. Each issue of the EREM takes about three months to produce from the submission of copy by the editors to the receipt of the published issue by the subscriber.
- b. The deadline for the receipt of copy by the editors is the beginning of the third month prior to the month of publication.

8. Editorial changes

- a. The editors reserve the right to make editorial changes in order to improve clarity or to ensure conformity with our house style.
- b. The editors will not accept a text which has not the proper journal's requirements and/or is not written in our house style.

9. Layout

- a. Number your pages.
- b. Letter type: Garamond 11, 5 pt., bold and underlined for headings and subheadings.
- c. Headings:
 - i. Headings and subheadings are ranged left.
 - ii. They distinguish as follows: 1.; 1.1.; 1.1.1.; 1.1.1.1.;

10. Footnotes & References

- a. Cross-refer to text accompanying a footnote: this does not change when the text is type-set.
- b. Number footnotes consecutively in Arabic numerals.
- c. Do not add footnotes to titles or headings.
- d. References should be listed at the end of the paper/article, whereby a sequential number [x] is used in the text, with then that same [x] with the full reference at the end. The following style should be used for referencing:

[1] IAEA, ITER Technical Basis, ITER EDA Documentation Series N°24, International Atomic Energy Agency, Vienna, 2002.

[2] N. Nakicenovic, et al., Editors, Global Energy Perspectives, Cambridge University Press, Cambridge, 1998.

[3] Cordis News, Interview with outgoing CEU Commissioner for R&D, Ph. Busquin; Cordis is the Newsletter of the European Commission, Directorate General Research & Development, available at www.cordis.lu.

[4] William D. D'haeseleer, University of Leuven Energy Institute, Leuven, Belgium, personal communication, 2006.

11. Quotes are cited as follows: “(text in Times New Roman 10pt)”.

12. Biography of the authors

- a. The text should include a biography of all authors in an asterisked footnote.
- b. The authors provide their affiliation and an address for correspondence (telephone, fax, e-mail and mail address).

13. Articles, papers and books for review should be sent to:

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