JURA Submission Guidelines and Format (Revised March 2020)

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**Abstract—** This document outlines the format for JURA articles and extended abstracts. Correct use of this document as a template should be used through Microsoft Word. The best way to follow this format would be copy and pasting text you have already compiled by selecting the “Paste Options: keep text only” option. The total article length should not exceed 10 pages, single spaced, and extended abstracts should not exceed 3 pages, also single spaced. Submissions should be sent in ‘.docx’ format, as we do not support LaTeX at this time. Full names of authors are much preferred over initials. Define all symbols used in the abstract, and again in the text. Do not cite references in the abstract.

# [[1]](#footnote-2) INTRODUCTION

This document is a Microsoft Word template for *JURA.* It is adapted from IEEE letters format. Use of this document as a template is optional.

If you already have the body and structure of the majority of your article, you may copy each section within sections of this template. While pasting, right click in place of the desired position of text and click “keep text only” under “Paste Options”. Alternatively, you have the option of typing over sections of the document. You can utilize the “Styles” toolbox under the Home ribbon in Word. For example, the style at this point in the document is “Text L-SENS”). Highlight a section that you want to designate with a certain style; then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. Use italics for emphasis; do not underline. The font used in this text will be Times New Roman. One thing to note is the formatting of each of heading style. Please pay careful attention and utilize the style format for each heading appropriately.

To insert images in Word, position the cursor at the insertion point and either use Insert > Picture or copy the image to the Windows clipboard and then Home > Paste. JURA editorial staff may further edit when it comes to figures. Please make sure you provide the highest quality of images. If you have a question about formatting your paper, or a suggestion on improving these instructions, please contact jura@ucalgary.ca.

# PROCEDURE FOR PAPER SUBMISSION

## Initial Submission

Initial submissions and all subsequent submissions must be emailed in “.docx” *and* “.pdf” formats. Initial submissions to JURA must be emailed to jura@ucalgary.ca with the subject line “Article Submission – First A. Author” or “Extended Abstract Submission – First A. Author”. Upon receiving, JURA editorial staff will send you a confirmation email. If there is anything of immediate concern (i.e: figures are not displaying), you will be notified and be asked to start a new submission in a new email thread as the old email will be deleted.

## Revised Submission

After receiving reviewer comments, you will be asked to address them in your revised paper and create a rebuttal letter, if necessary. There is no standard guideline to rebuttal papers other than to legibly and understandably address all questions from each reviewer. After this is done, you may submit your revised article to jura@ucalgary.ca with the subject line “Revised Article – First A. Author”. Jura will once again contact you for confirmation. If another revision round is to be completed, the same procedure must be followed. After this stage, if your article is fit to be processed and published, JURA staff will send you a confirmation email for publication. JURA editorial staff does retain the right to edit and further format the article if it deems fit. If any concerns arise at this point, JURA staff will contact you. Finally, JURA will send you the final published article in PDF in advance and proceed to publish.

# HELPFUL HINTS

## Fonts and Styles

Section headings should all be capitalized. Capitals should be used in all major heads at the start of every word. In the Home section, under the “Styles” tab, specific font sizes are all labelled accordingly. If you have further questions, please contact jura@ucalgary.ca

## Units

Adhering to one style of units throughout the article is highly encouraged. The use of SI units is preferred, however imperial units can be used as well. Other units that are not recognized by SI must be explained in text to a reasonable degree. Units must be clearly stated if an equation is used.

## Figures and Tables

Figures and Tables should be included within one column of text. High resolution images must be used and captioned as the example below demonstrates.



Fig. 1. Resonance frequency as a function of time. Note that “Fig.” is abbreviated. It is good practice to explain the significance of the figure in the caption.

Sometimes figures are too large for one column. Large figures and tables may span both columns at the bottom of the page. Figures must be captioned below the figures; tables are to be captioned above the tables. If your figure has two parts, for example, include the labels “(a)” and “(b)” as part of the artwork. Please do not include captions as part of the figures. The captions must be completed within the word doc in the same formatting (Caption L-SENS). Do not put captions in “text boxes” linked to the figures. Do not put borders around the outside of your figures. Use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables are numbered with Arabic numerals. JURA editorial staff will contact you if there is any trouble with this aspect of the publication.

When creating figures, please be mindful of color schemes. Please label figures “(a)” or “(b)” in a color that clearly contrasts the image. Scale bars must be used when appropriate and must also contrast with the image to be clearly shown. When creating figure axis, you must include the units, if applicable, with the axis. Figure labels, axis markers, multipliers etc. should be legible and unambiguous.

## References

*JURA* will use the same numbered reference style, as in most other IEEE journals. Articles can be sited as such [1]. The sentence punctuation follows the brackets. Multiple references are combined within brackets [1, 2] or [1-4]. When citing a section in a book, please give the relevant page numbers [7]. If the reference is part of the sentence, refer to the authors with the year in brackets, as shown by Eason et al. [3] and Jacobs and Bean [5]. References must be shown at the end of the article. In the bibliography, please do not use et al. as you have done in the text. Papers that have not been published should be cited as “unpublished” [4]. Papers that have been submitted for publication should be cited as “submitted for publication” [1]. Papers that have been accepted for publication but not yet assigned to an issue should be cited as “to be published” [2]. Please give affiliations and addresses for private communications [6].

Table 1. Units for magnetic properties.

|  |  |  |
| --- | --- | --- |
| Symbol | Quantity | Conversion from Gaussian and cgs emu to SI a |
| *Φ* | magnetic flux | 1 Mx → 10−8 Wb = 10−8 V·s |
| *B* | magnetic flux density,  magnetic induction | 1 G → 10−4 T = 10−4 Wb/m2 |
| *H* | magnetic field strength | 1 Oe → 103/(4π) A/m |
| *m* | magnetic moment | 1 erg/G = 1 emu  → 10−3 A·m2 = 10−3 J/T |
| *M* | magnetization | 1 erg/(G·cm3) = 1 emu/cm3 → 103 A/m |
| 4π*M* | magnetization | 1 G → 103/(4π) A/m |
| *σ* | specific magnetization | 1 erg/(G·g) = 1 emu/g  → 1 A·m2/kg |
| *j* | magnetic dipole moment | 1 erg/G = 1 emu  → 4π × 10−10 Wb·m |
| *J* | magnetic polarization | 1 erg/(G·cm3) = 1 emu/cm3 → 4π × 10−4 T |
| *χρ* | specific susceptibility | 1 cm3/g → 4π × 10−3 m3/kg |
| *μ* | permeability | 1 → 4π × 10−7 H/m  = 4π × 10−7 Wb/(A·m) |
| *μr* | relative permeability | *μ* → *μ*r |
| *w, W* | energy density | 1 erg/cm3 → 10−1 J/m3 |

a Gaussian units are the same as cgs emu for magnetostatics; Mx = Maxwell, G = Gauss, Oe = Oersted, Wb = Weber, V = Volt, s = second, T = Tesla, m = meter, A = Ampere, J = Joule, kg = kilogram, H = Henry.

It is helpful to use reference software such as EndNote or Mendeley, as they can directly format references to IEEE format. Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [8]. For more information, you may use the following resource to guide you <https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>.

## Abbreviations and Acronyms

Abbreviations and acronyms must be defined the with their first use in the abstract and then once again with their first use within the text.

## Equations

To insert an equation into the work, please utilize the Word equation tool (Insert > Equation). Equations must appear in one column. Each equation must be numbered in brackets as shown and referred in text as “Eq. 1”.

(1)

Upon describing variables, the font used with in the text should be similar to the one used in the equation. This can be achieved through copy pasting the symbol from the equation. Please describe symbols before use in the equations or directly after. Please make sure that each symbol is distinct and unambiguous for the reader to follow along.

## Supplementary Information

This journal will not allow the use of supplementary information. Please do not include supplementary documents in communications, unless otherwise asked to by JURA editorial staff.

# SECTION STRUCTURE

Sections of a paper can be created and dictated by the author. However, it is recommended to add methodologies (including Methods and Materials) before Results and Discussions section(s). Articles are subject to variance so the author must use their best judgement in creating a structure for the reader to follow along as best as possible. Extended Abstracts must follow the standard: Introduction, Methodology, Results and Discussions structure. This implies no conclusion should be added. Both formats should have Acknowledgements and References at the end in that order. JURA editorial staff will contact author if there are any glaring discrepancies.

An excellent style manual and source of information for science writers is [9]. A general IEEE style manual is available at [www.ieee.org/publications\_standards/publications/authors/authors\_journals.html](http://www.ieee.org/publications_standards/publications/authors/authors_journals.html).

ACKNOWLEDGMENT

Please use this fond and format when typing the acknowledgement section. This section and references are the only section that may extent beyond the page limits.

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