



GUIDELINES FOR THE EDITORS OF THE ENGINEERS AUSTRALIA JOURNALS January 2017

1. Information you need to know

The purpose of this document is to outline the procedures involved in the publishing of the technical journals of Engineers Australia.

Engineers Australia has seven peer-reviewed journals; the titles are as follows:

- Australian Journal of Civil Engineering - 2 issues p/a
- Australian Journal of Structural Engineering - 4 issues p/a
- Australian Journal of Multi-Disciplinary Engineering - 1 issue p/a
- Australian Journal of Electrical & Electronics Engineering - 4 issues p/a
- Australian Journal of Mechanical Engineering - 3 issues p/a
- Australian Journal of Water Resources - 2 issues p/a
- Australasian Journal of Engineering Education - 2 issues p/a

[More information about Engineers Australia Journals and to submit a paper](#)

2. Taylor and Francis (T&F) publishers

The journals are published on behalf of Engineers Australia and the College Board or the relevant overarching group, with which they are affiliated.

In July 2015 Engineers Australia changed publishers and EA's seven peer-reviewed technical journals are now published by Taylor & Francis (T&F), an international publishing house with headquarters in UK and local office in Melbourne. The intention was to find a high profile international Publisher to increase the reach and prestige of our journals.

T&F is one of the world's leading publishers of academic journals dedicated to the dissemination of scholarly information, utilising skills and experience developed since the company first began publishing learned journals in 1798. T&F now publishes more than 2,500 scholarly journals, with a network of more than 20 global offices, including ten offices across the Asia Pacific region. T&F has globally integrated teams of Editorial, Production, Sales and Marketing staff dedicated to maximising access, readership and citations to all journals in the international arena.

T&F teams include experienced, skilled local staff in regional offices, providing on-the-ground support and liaison for editors and now publishing more than 100 journals on behalf of academic institutions and societies in Australia and New Zealand.

As a result, all Engineers Australia journals are now available in up to 2,400 libraries via T&F sales agreements; and in more than 12,000 libraries in the developed world via T&F partner agreements; plus another 7,000+ libraries in developing nations through T&F and partner philanthropic arrangements

The move has also led to an increase in citations for all the Journals and the following 4 journals are now listed on the Emerging Sources Citation Index (ESCI), the newest Index in the Web of Science:

- Australian Journal of Structural Engineering (AJSE)
- Australian Journal of Electrical & Electronics Engineering (AJEEE)
- Australian Journal of Mechanical Engineering (AJME)
- Australian Journal of Water Resources (AJWR)

In a further two years' time, after careful examination, the journals may be accepted in to the more selective Science Citation Index which includes the world's most influential, relevant, and credible technical journals and attain the consequent Impact Factors.

Engineers Australia is optimistic that the remaining Journals may be similarly included in the future.

3. Editorial Board/Panel

Each journal will have an Editorial Board or Panel, with membership approved by the College Board or supporting group, which carries out the day to day management of the journal.

The Editorial Board/Panel meets as required by the Editor.

Engineers Australia recommend that the Editorial Board/Panel would ideally consist of several members specialising in sub-disciplines and 1 Co-Editor (CE) to enable succession planning, help in selecting reviewers, create a potential authors pool, cover periods of absence and share the workload.

4. Type of Papers Published

The following are eligible for publication in the journals:

- Research papers
- Special interest papers/reports
- Review papers for specialists
- Review papers for non-specialists

- Conference papers
- Tutorial papers
- Technical notes/communications (refereed/non-refereed)
- Discussions on published papers (non-refereed)

5. Indexing

So that papers can be indexed internationally, authors are required to submit an abstract and a list of keywords with each full paper. All papers submitted for publication will be required to meet Engineers Australia's high standards for publication.

6. Submission of Papers, Review and Production

Papers must be submitted electronically via **Editorial Manager (EATJ) system** at <http://www.edmgr.com/eatj/default.aspx>

Photographs should be supplied as high resolution electronic files.

Submissions: Main goal is to increase submissions by 20% year on year.

Broadly, all papers go through the below stages in the system:

- Submitted by author
- Assigned to an Editor/ Co-editor (CE)
- Reviewers selected/invited
- Reviewers complete scoresheet
- Co-editor makes recommendation
- Editor makes final decision / sends decision letter
- Final Disposition set and paper exported

Upon submission, manuscripts are assigned to an Editor and then an Co-editor. Action completed by the journal admin support person (Joy)

Taylor & Francis Engineers Australia Technical Journals Editorial Manager

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Go to: Search Page --
 Role: T&F Staff Username: melc

Quicklinks

New Submissions Requiring Assignment - Melanie Cotterell, LLB

Contents: These are the new submissions that require an Editor Assignment. Use the up/down arrows to change the sort order.

Page: 1 of 1 (12 total submissions) 1

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status
Action Links View Submission Details History Assign Manuscript Number File Inventory		Research/Tt Paper	AJSE: Australasian Journal of Engineering Education	A Learning Setting Based on Competitions for Agile Software Engineering	DAVUT ÇULHA	05/10/2016	05/10/2016	Submitted to Journal
Action Links Edit Submission Send Back to Author Reassign Submission Classifications Assign Editor Set Final Disposition Send E-mail		Research/Tt Paper	AJSE: Australian Journal of Structural Engineering	A Quasi-static Test on a New Type of Masonry Built of "T"-shaped Closed-Top Hollow Bricks	teng wang Ph.D	04/10/2016	04/10/2016	Submitted to Journal
Action Links		Research/Tt Paper	AJSE: Australian Journal of Structural Engineering	Seismic responses of the isolated concrete rectangular liquid-storage structure	Xuansheng Cheng	04/10/2016	04/10/2016	Submitted to Journal
Action Links		Research/Tt Paper	AJSE: Australian Journal of Structural Engineering	Advances in Finite Element Modelling of Various Types of Steel and Composite Joints	Aaron J Wang Ph.D	04/10/2016	04/10/2016	Submitted to Journal
Action Links		Research/Tt Paper	AJWR: Australian Journal of Water Resources	A novel method for performance analysis of surface water treatment plant.	Sudipa Choudhury	03/10/2016	03/10/2016	Submitted to Journal

Once assigned to an editor, all papers move to “View all assigned submission” area with the assigned editor clearly displayed.

Taylor & Francis Engineers Australia Technical Journals Editorial Manager

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Go to: Search Page --
 Role: T&F Staff Username: melc

Quicklinks

View All Assigned Submissions - Melanie Cotterell, LL

Contents: This page lists all submissions that have been assigned to an Editor, for which the Editor's decision has not yet been made. This includes submissions with invited Reviewers, submissions on decision from the top Editor in the decision-making chain.

Page: 2 of 4 (184 total submissions) 1 2 3 4

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor with Current Responsibility	Review Status	Editor Decision
Action Links	EATJ-S-16-00456	Research/Tt Paper	AJCE: Australian Journal of Civil Engineering	Prediction of long-term concrete tensile strength in marine environment	Weilai Yao MD	13/09/2016	19/09/2016	With Editor	Rebecca Gravina		
Action Links	EATJ-S-16-00474	Research/Tt Paper	AJCE: Australian Journal of Civil Engineering	Raffles City in Hangzhou China - The Engineering of a 'Vertical City' of Vibrant Waves	Aaron J Wang Ph.D	27/09/2016	27/09/2016	With Editor	Rebecca Gravina		
Action Links	EATJ-S-16-00466	Research/Tt Paper	AJEEE: Australian Journal of Electrical & Electronics Engineering	A HIGHER ORDER MASH DDSM FOR ACCURATE FRACTIONAL FREQUENCY SYNTHESIZERS	seyed ali sadatnoori	19/09/2016	27/09/2016	With Editor	Daryoush Habibi		
Action Links	EATJ-S-16-00457	Conference Paper	AJEEE: Australian Journal of Electrical & Electronics Engineering	Mathematical Modeling of a Load Tap Changer (LTC) with taps on the primary and secondary windings in the positive-sequence power flow	Ujjwal Datta	15/09/2016	16/09/2016	With Editor	Daryoush Habibi		

The main role now, for the Editor/Co-editor is to search for and select reviewers and invite them to review the paper in question. If you wish to add a new reviewer to the system and invite them, you can select the “register and select new reviewer” option.

Reviewer Selection Summary - Submission EATJ-S-15-00445
Debasish Dutta
Semi-active Suspension System of Car Model Design: A Comparative Study

Reviewer Search

Search My Publication Search for Reviewers from All Reviewers **Go**

Reviewer Discovery from **ProQuest** ProQuest Community of Scholars

Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 2 review(s) have been completed.

Automatically un-invite Reviewers who do not respond to an invitation within 0 day(s). (more...)

Automatically un-assign Reviewers who do not complete a review within 0 day(s) of the review due date. (more...)

Selected Reviewers

Invited Reviewers and Linked Alternate Reviewers	
Dazhi Zhang (Reviewer)	Review Complete 18/01/2016
Chaminda Karunasena (Reviewer)	Reviewer Invited 31/03/2016 Un-invite
Ernst Krauss (Reviewer)	Un-invited Before Agreeing to Review 31/03/2016

Once all required reviews are completed, the paper moves to the “submissions with required reviews complete” folder. At this stage, a decision/recommendation can be rendered.

Submissions With:

0 Reviews Complete	1 Review Complete	2 Reviews Complete	3 Reviews Complete	4+ Reviews Complete
19	28	1	0	0

Search

[Search Submissions](#) | [Search People](#)

Editor 'To-Do' List

- My Pending Assignments (40)
 - [New Assignments \(1\)](#)
 - [Submissions with Required Reviews Complete \(1\)](#)
 - [Submissions Requiring Additional Reviewers \(31\)](#)
 - [Submissions with One or More Late Reviews \(12\)](#)
- Reviews in Progress (20)
 - [Reviewers Invited - No Response \(10\)](#)
 - [Submissions Under Review \(12\)](#)

Here a decision/recommendation can be set – and below any comments you wish to add can be included. All reviewer comments are also shown. Click proceed to confirm.

AJME Associate Editor Decision and Comments for Manuscript Number EATJ-S-16-00327

Investigation of the sheet thinning in hydraulic deep drawing process using DOE

Original Submission
Zhengyi Jiang (AJME Associate Editor)

Decision: No Decision | Overall Editor Manuscript Rating (1-100):

Accept |
 Minor Revision |
 Major Revision |
 Cancel |
 Submit Later |
 Proof & Print |
 Proceed

[Details](#) |
 [History](#) |
 [Similar Articles in NE](#) |
 [Reject](#) |
 [Comments \(1\)](#) |
 [Invite Reviewers](#) |
 [View Manuscript Rating Card](#) |
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Original Submission

Dianyao Gong (Reviewer 1)	Accept
Haibo Xie (Reviewer 2)	Major Revision
Zhengyi Jiang (AJME Associate Editor)	Assigned - No Decision
Steven Chingnam Goh, EngD, MFA, MBA, BEng Hons (Man & Mat) (AJME Editor)	Assigned - No Decision
Author Decision Letter	
Vahid Modanloo (Author)	

[Editor Instructions](#)

Manuscript Rating Question

Manuscript Rating Question	Scale	Rating
Rate the paper's value of content to engineering knowledge.	[1-5]	N/A
Rate the paper's degree of originality.	[1-5]	N/A
Rate the degree of interest created by the paper.	[1-5]	N/A
Rate the paper's logical development, clarity and completeness.	[1-5]	N/A
Rate your own expertise in relation to the subject matter of this paper.	[1-10]	N/A

Confidential Comments to Editor

Please give a frank account of the strengths and weaknesses of the article:

Once a decision/recommendation is made, the paper moves to the “All submissions with Editor’s decision” queue. The critical point to keep in mind at this stage is that the decision is only finalised and completed once the author is notified. Until then the decision is ‘in progress’. The Co-editor is only making a recommendation, so the Editor is to finalise the decision – in the “All submissions with Editor’s decision” queue, the paper will show as in progress and the decision rendered is NOT hyperlinked.

Display results per page.

Author Name	Initial Date Submitted	Status Date	Current Status	Editor Name	Editor Decision
Phuong Thi Cu, Ph.D.	11/08/2016	01/10/2016	Decision in Process	Thomas Wöhling	Major Revision
Stephen J. Foster	25/07/2016	28/08/2016	Accept	John Wilson	Accept
Tim Procter, BEng, CPEng	30/05/2016	25/09/2016	Accept	Christopher J Skinner, BSc(Eng) MEngSc	Accept
S.OLIVER NESA RAJ	06/10/2015	30/09/2016	Accept	Guan Heng Yeoh, PhD, BEng	Accept

Display results per page.

Once the Co-editor has made a recommendation – the Editor now needs to notify author and complete the decision making process. You will see the option “notify author” which allows you to send the decision email.

Page: 1 of 1 (4 total submissions)

Action	Manuscript Number	Article Type	Section/Category
Action Links			AJWR: Australian Journal of Water Resources
Action Links		Technical	AJSE: Australian Journal of Structural Engineering
Action Links		Technical	AJMDE: Australian Journal of Multi-Disciplinary Engineering
Action Links		Technical	AJME: Australian Journal of Mechanical Engineering

Page: 1 of 1 (4 total submissions)

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Taylor & Francis Group

Engineers Australia
Technical Journals

Editorial Manager

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Go to: -- Search Page --
Role: T&F Staff Username: melc

Notify Author

Manuscript Number: EATJ-S-16-00393

Title: PARAMETER ESTIMATION FOR A LARGE CATCHMENT

To notify the author of the Final Editor's Decision, use the 'Send Now' button.

If permitted, you may reject this decision and send the assignment back to the previous Editor, by using the Return to (Editor) link.

Cancel

Preview Letter Save Save and Close **Send Now**

Date Revision Due: 11/06/2016 (mm/dd/yyyy)

Editor Decision: Major Revision

Modify Decision: Major Revision

Rescind Decision: Return to AJWR Associate Editor

From: "Engineers Australia Technical Journals" <acengineersjnl@informa.com>

To: Phuong Thi Cu

Letter Purpose: Editor Decision - Revise

Letter Subject: Review process complete for EATJ-S-16-00393 submitted to AJWR: Australian Journal of Water Resources

The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc: below. Multiple e-mail addresses can be included, separated by semicolons (;).

cc: bcc:

Editors Assigned to Manuscript

Thomas Wöhling (AJWR Associate Editor)

Katherine Anne Daniell (AJWR Editor)

cc: _____

bcc: _____

Letter Body: [Insert Special Character](#) [Open in New Window](#)

The final element – for accepted papers – is to set the Final Disposition of ACCEPT and export the files to the production team. This is currently completed by the journal admin support person (Joy)

The screenshot displays two main sections in a light grey box with a black border. The first section is titled 'View All Assigned' and contains two links: 'View All Assigned Submissions (188)' and 'View All Assigned Submissions being Edited (0)'. The second section is titled 'Submissions with Decisions' and contains several links: 'Submissions out for Revision (34)', 'All Submissions with Editor's Decision (3)', 'All Submissions with Final Disposition: Accept (1067), Reject (1971), Withdrawn (354)', and 'Unsent, Pending or Failed Transmittals (0)'. The 'Submissions with Decisions' section and its links are circled in orange.

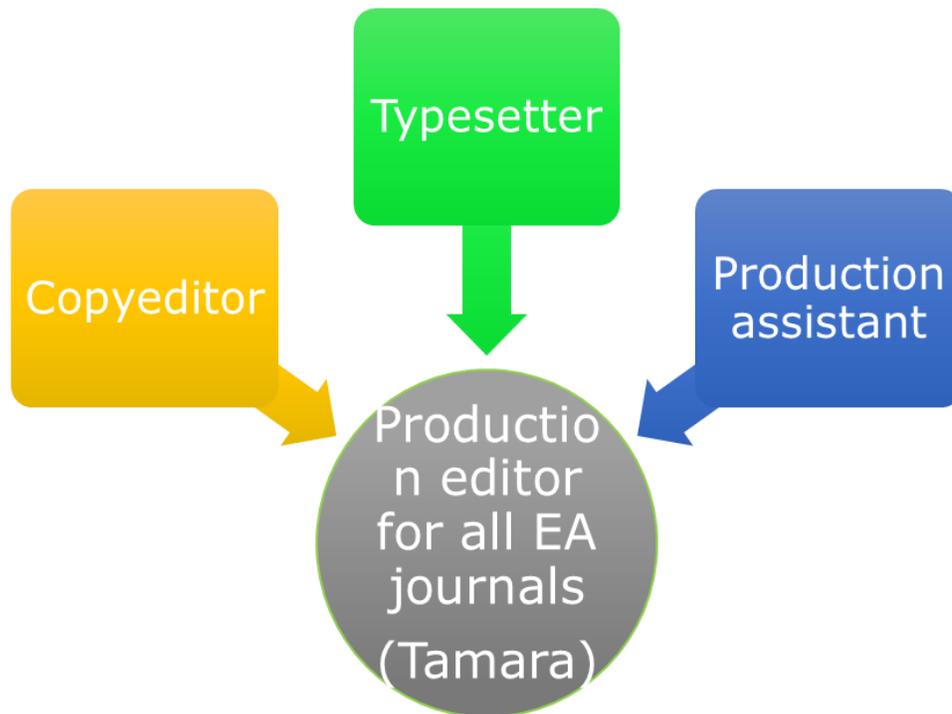
Other useful points to note:

- Editors can be unassigned/changed using the 'unassign editor' or 'assign editor' options in the action links
- The number of required reviews can be changed on a paper by paper basis if necessary
- Email alerts/templates are set by template, but can be edited and altered
- Reviewer reminders are set by template, but can be customised
- Information for a paper can be edited once submitted using the 'edit submission' action link

Editorial Manager web Help is available [here](#)

When does production of an article begin?

- Once a manuscript has been exported from Editorial Manager to T&F online publication system (CATS) – the manuscript is in production.
- An article is 'in production' until it is published online or in a print issue. Your production editor is your main point of contact during this time.

T&F production team structure for Engineers Australia journals**Engineers Australia journal workflow**

Once article is in production in CATS (timeframes are indicative only);

Manuscript check

- All author details (affiliation, e-mail, contact information)
- Article references follow the journal reference style
- Any images submitted are high quality
- History dates (received and accepted) are included

Article in production (1 day if no changes required)

Expectations

- The content is accurate, final, and ready for publication
- All relevant permissions have been obtained.
- There is no breach of copyright.

Edit and layout (7 days if no changes required)

- The manuscript is copyedited and then typeset for review.
- All Engineers Australia journals use a consistent template (Interact)

Review and corrections (9 days estimated)

- The author is provided with a proof for review.
- Author supplies corrections; production editor checks revised proofs to ensure author corrections have been made.
- If the author cannot be contacted for queries, the journal's academic editor may be contacted for help.

Article published online (1 day if no errors)

- Production editor checks final PDF against the metadata in CATS, and if they match, and all requested corrections have been made, the article is published.
- Production speed is between two and four weeks (from entry in CATS to publication online).

Issue compilation

- When we are nearing the copy deadline for an issue, the editor will be contacted for the editorial and running order, or for an estimated date by which all copy will be received in CATS.
- Based on the editor's response, production editor updates CATS schedules.

Issue reviewed and corrected

- Editor has the opportunity to review the issue and flag corrections to any unpublished article.
- Once final files are received, the issue is published online, and sent to print
- An issue is usually published within ten days of compilation.
- After an issue has been published, the Editor be sent this information:
 - Online publication date and press date
 - Number of pages were used
 - Number of pages are left in the volume
 - What the copy deadline for the next issue is

- How many articles are in the backlog and a back log report

7. Peer Review of Papers

Refereed journals attract points towards funding from the Australian Government Department of Education Science & Training (DEST) for the university with which the author/s is/are associated. The status of a journal as a refereed journal encourages authors to publish.

For refereed status it is a requirement that each published paper has undergone a peer-review by at least two reviewers who are independent of any of the authors. Papers which have not been fully reviewed will be clearly indicated as such.

8. Volume size

Australian Journal of Civil Engineering - 2 issue p/a: 232 pages per volume or 116 pages per edition

Australian Journal of Structural Engineering - 4 issues p/a: 432 pages per volume or 108 pages per edition

Australian Journal of Multi-Disciplinary Engineering -1 issue p/a: 96 pages

Australian Journal of Electrical & Electronics Engineering - 4 issues p/a: 400 pages per volume or 100 pages per edition

Australian Journal of Mechanical Engineering - 3 issues p/a: 228 pages per volume or 76 per issue

Australasian Journal of Water Resources - 2 issues p/a: 232 pages per volume or 116 pages per edition

Australasian Journal of Engineering Education - 2 issues p/a: 150 pages per volume or 75 per issue.

9. Reference and dating of volumes

From the 1 January 2016, all journals are published on a calendar year basis.

Papers will be copyrighted for the year that they are published. Referencing will be by volume and year + paper number (DOI). It is noted online when the paper was first submitted and when it was accepted for publication.

The author-date system is used by T&F. For full information on this style, see The Chicago Manual of Style (16th edition) or

http://www.chicagomanualofstyle.org/tools_citationguide.html

(click on the tab marked author-date to ensure you are using the right style)

10. Journal Covers

The journal covers are designed as a recognisable suite of publications. To maintain currency and appeal these will be redesigned regularly.

11. Editors responsibilities to T&F

- Ensure all articles sent to production are of an appropriate standard and quality with no missing information
- Inform T&F if authors are hard to contact – for example, when copyright form is not completed.
- Prompt communication around whether copy deadlines will be met for each issue. Confirm new dates if current dates will not be met.
- Supply running order and editorial when requested.
- Advance notice if there is going to be a special issue, or an issue will be significantly over or under the page budget.
- Inform T&F of any possible legal or ethical issues as soon as they arise

11. Changes to schedules and extra editions

For any changes in the agreed schedule or extra editions to be published, Editors need to notify Engineers Australia by 31 March of current year for the changes to take place in the following calendar year. After that date, all non-agreed editions can still be published as a Gold Open Access option, at cost. A Business Case should be submitted to Engineers Australia to secure funding.

[More information about T&F's Gold Open Access](#)

12. Journals access

Members can access all seven journals at no charge as a member benefit via [Library section in MyPortal](#).

[Access for non-members is on a pay-per-view or subscription basis.](#)

13. Achievable improvements

To improve the chances of inclusion in the Science Citation Index, Engineers Australia journals need to

- Be published strictly to schedules

- Publish best papers early in the year and
- Have at least one citation per paper.

The inclusion to ISI will dramatically increase the visibility and profile of Engineers Australia content for researchers, attract more prominent authors and provide an external mark of quality for the journals.

To increase awareness of the journals, first editions of every Engineers Australia journal for 2016 have been made freely available till 30 June 2017.

Editors should recommend that all authors wishing to publish papers in Engineers Australia technical journals have registered for [ORCID](#) to increase discoverability of their works.

14. Who to contact at T&F:

<i>Australian Journal of Electrical and Electronics Engineering</i>	e-mail address
Implementation	TELE-implementations@journals.tandf.co.uk
Peer review	TELE-peerreview@journals.tandf.co.uk
Production	TELE-production@journals.tandf.co.uk

<i>Australian Journal of Civil Engineering</i>	e-mail address
Implementation	TCEN-implementations@journals.tandf.co.uk
Peer review	TCEN-peerreview@journals.tandf.co.uk
Production	TCEN-production@journals.tandf.co.uk

<i>Australasian Journal of Engineering Education</i>	e-mail address
Implementation	TEEN-implementations@journals.tandf.co.uk
Peer review	TEEN-peerreview@journals.tandf.co.uk
Production	TEEN-production@journals.tandf.co.uk

<i>Australian Journal of Multi-Disciplinary Engineering</i>	e-mail address
Implementation	TMUL-implementations@journals.tandf.co.uk
Peer review	TMUL-peerreview@journals.tandf.co.uk
Production	TMUL-production@journals.tandf.co.uk

<i>Australian Journal of Mechanical Engineering</i>	e-mail address
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Implementation	TMEC-implementations@journals.tandf.co.uk
Peer review	TMEC-peerreview@journals.tandf.co.uk
Production	TMEC-production@journals.tandf.co.uk

<i>Australasian Journal of Water Resources</i>	e-mail address
Implementation	TWAR-implementations@journals.tandf.co.uk
Peer review	TWAR-peerreview@journals.tandf.co.uk
Production	TWAR-production@journals.tandf.co.uk

<i>Australian Journal of Structural Engineering</i>	e-mail address
Implementation	TSEN-implementations@journals.tandf.co.uk
Peer review	TSEN-peerreview@journals.tandf.co.uk
Production	TSEN-production@journals.tandf.co.uk

Reports from the Editorial Manager site may be run by the Editors, and/or Mari is available to assist. Mari will send Editors monthly reports of all article in the system for each Journal.

Mari Danielle Hernandez - Journal Editorial Office

acengineersjnls@informa.com

For all queries on any element when manuscripts are in Production, taking “accepted” papers through to publication:

Tamara D’Mello, Production Team Leader

Tamara.Dmello@tandf.com.au

Sowmya Sathya is assisting Tamara to communicate with authors about corrections and queries.

For any other queries:

Thijs van Vlijmen, Ph.D., Associate Editorial Director ANZ

Thijs.vanVlijmen@tandf.com.au

There are several websites and resources available to assist editors:

Support for Authors: <http://journalauthors.tandf.co.uk>

Support for Librarians: www.tandf.co.uk/libsite

Support for Editors: <http://editorresources.taylorandfrancisgroup.com>