



## **PUBLISHING POLICY, PUBLISHING GUIDELINES AND PROCEDURES OF REVISTA EFICIENCIA ENERGÉTICA**

### **I. Presentation**

*Revista Eficiencia Energética (Power Efficiency Magazine)* is a quarterly publication issued by the Electrical Energy Saving Trusteeship (Fideicomiso para el Ahorro de Energía Eléctrica, FIDE). This publication aims to spread the culture of saving and efficient use of energy, to publish information on activities, projects, case studies, good practices, research, reflections and news on relevant issues. It has a circulation of five thousand copies per issue, which are distributed to government, industrial and business agencies; as well as to academic and research institutions, and to other people interested in the subject.

*Eficiencia Energética* is FIDE's main vehicle of disclosure, with a strict technological and academic vocation due to the specialized information it offers. Its task is determined by FIDE's responsibility and mission, and by the fundamental rules of all journalistic and publishing ethics. Since it has an educational mission, it is a not-for-profit publication: it aims to inform, to guide and to train on the rational use of energy and the energy efficiency.

The Publishing Council selects, revises and approves external papers submitted for publication, and undertakes the revision of the internal ones, according to FIDE's publishing policies and guidelines. Thus, the contents count on the necessary quality, recognition and credibility that make *Eficiencia Energética* the flagship publication on the matter in Mexico.

### **II. Justification**

This guide shows the process followed by the Publishing Council who endorses the magazine *Eficiencia Energética*, and focuses in orienting the selection and quality control process of the papers submitted for publication, based on their relevance and theoretical-practical quality. It prioritizes and takes into account the following principles:

1. Quantitative or qualitative contributions to research, technique and professional practice.
2. Critical analyses of methodologies, technologies and successful cases on the topic.
3. Reflection on the content and history of the efficient use of the electrical energy and related fields.

### **III. Principles**

*Eficiencia Energética* is bound by the following principles:

#### ***Independence***

- It is a diffusion, dissemination and promotion media for the rational and efficient use of the energy. It must remain as a vehicle of technical, technological, research, reflective and educational contents. It is independent and free, and will not be limited by any partisan, political or ideological policies.
- Together with the Communication Unit, FIDE shall program and decide on the contents, with proposals and feedback by the Publishing Council.



### ***Veracity and objectivity***

- The information published is strictly based on accurate sources, reliable data and confirmed facts.
- They must adhere to the truth: nothing will be published without prior investigation, verification and comparison in order to ensure its veracity. Authors submitting their papers must make sure of their contextualization and foundation. Authors have the obligation to support their data and contents; and the advisors who back up those papers have to ensure this support is valid. Deliberate distortion and manipulation of data will be considered as a serious professional and ethical misconduct.
- If an error, inaccuracy or forgery in the information previously issued is detected, it is the magazine's obligation to rectify it by means of an Erratum Slip.
- In the case of contents showing the author's or a third party's opinion, their nature shall be clearly and unequivocally stated.

### ***Authors and sources***

- Authors submitting their papers for consideration must have the academic and professional experience on the subjects matter of this publication (energy, electricity, renewable, sustainability, environment, technology and related topics), so to guarantee the quality, rigor and relevance of the information.
- All papers shall be correctly identified with the author's full name, his/her specialty, subspecialty and the institution where he/she works.
- Undergraduate students can participate as coauthors, and cannot appear as first author or author of contact.
- Part of the magazine's content shall consist of internal articles, elaborated by FIDE's employees (programs, events, technical studies, cases of success, news) that will not be put under the consideration of the Publishing Council, but only for proofreading.
- Authors are responsible for the contents they propose.
- Sources must be referenced, including all the elements of the critical support. Whenever, in case of force majeure, they cannot be referenced, the veracity and origin of data shall be verified before diffusion. Whenever it is possible to consult the source either on line or on hard copy, priority will be given to the on-line source.
- Plagiarism, understood as the misappropriation of an author's credit to a source, is considered a serious offense of any intellectual task. The ideas and data of third parties must be explicitly and effectively referenced according to the agreed academic uses and to the magazine's Style Guide.
- Collaboration with this magazine is effected on an honorary basis; thus, authors are not remunerated for their articles.
- When an author submits a paper for its publication he/she signs over the rights for its edition and adjustment to the magazine's format and its diffusion.
- Partial or total reproduction of articles and contents published in this magazine shall recognize the intellectual rights of the authors. Likewise, authors shall at all times reference this magazine when mentioning his/her article.
- Each author will receive two copies of the magazine, and he/she will be permanently listed in distribution list.

### ***Clarity and language***



- Papers submitted for consideration will have to be written in Spanish language.
- The normative criteria will respect Castilian language, avoiding foreign expressions that could be replaced by words in Spanish. In case the word does not exist in Spanish language, use italics.

### **Advertising**

- Advertisements shall adequate to the format and space designated for such purposes, always avoiding any confusion with the magazine's contents.
- Contents subject to advertising sales shall be considered a lack of ethics.

## **IV. Applicable guidelines for external authors**

### **1. General aspects**

- a. Papers shall be an original research, case study, update, reflection, historical or critical reviews and case reports, chronicles of events, presentations, infographics, photographic studies, among others. Delivery specifications can be found in the *Format* section.
- b. It is important that authors send their papers in a final version, to be submitted for a final proofreading by the magazine's Publishing Department. It is recommended to confirm the basic and essential information used for the elaboration of the paper, such as dates and documentation, in order to correct errors that cannot generally be detected by the Publishing Department.
- c. Once the author has delivered his/her paper to this magazine, he/she is committed not to submit the same paper for consideration to other publications. The paper cannot be evaluated nor be issued in other publications as from the moment in which the author sends it and until he/she has received a final answer, whether it is affirmative or negative.
- d. Authors are absolutely responsible for the content of their papers and authorize the magazine to include them in their open access website, and in any other media they choose for a better diffusion.
- e. Originals shall be submitted electronically, by means of an official email to the magazine: ree@fide.org.mx.
- f. Papers shall be unpublished and have to be related to power efficiency and the generation of renewable sources of energy.
- g. Published papers could eventually be taken under consideration, in which case the publishing medium and date of publication shall be clearly indicated. Express authorization of this publishing medium is required. These requirements will count for the acceptance or rejection of the paper.
- h. The magazine will acknowledge receipt of the original papers within five working days from its reception.
- i. Each advisor shall put under consideration at least one paper by semester, and a maximum of three in the year, under the knowledge that perhaps not all of them will be published.



## V. Format

All papers submitted to revision shall be delivered in the following format:

- Microsoft Word or another text processor.
- Shall have the following structure: Title, author or authors (full name, academic degree, carried out position, institution, city, country and email), abstract (maximum 500 characters with spaces), developed text and bibliographical references.
- Length: varies according to the type of paper.
  - Original research, advances on a research, case studies, critical reviews: They shall not be smaller than 7,000 characters nor greater than 15,000.
  - Scientific dissemination papers: In no case smaller than 3,000 characters, including spaces, nor exceed 10,000.
- Font: Arial 12
- Single-spaced
- Indentation by default from the second paragraph.
- Quotes, references and footnotes: indicated with subscripts at the bottom of each page.
  - Book: Authors' last names and initials of the first name. (Year of publication). Book title, number or volume (if there is more than one). Issue number (from 2<sup>nd</sup>): place of issue, publishing house, year of publication and page numbers. Example: Towers E. (2011). Auditoría ambiental. Segunda edición, México: McGraw Hill. Pp 45-48.
  - Journal articles: Authors' last names and initials of the first name. (Year of publication). Title of the paper, name of the journal (in italics), volume, number, date of publication and page numbers. Example: Monnadiou, M. (2005). Sistema de competencias sustentables. *Revista Facultad de Ingeniería*. Universidad de Montevideo. Vol. 13. No. 2. Año 2002. Pp 92-96.
  - Websites: UN. (2001). The United Nations. Sustainable Development Division. Theme Indicator Framework. Available in: <http://www.un.org/esa/sustdev/natlinfo/indicators/isdms2001/table4.htm>
- Tables, figures, illustrations and graphs: included in the text where they correspond, numbered by type (Figure 1, Figure 2; Table 1, Table 2; Graph 1, Graph 2), with its corresponding footnote and the reference.
- Photographies: to be sent separately, in JPEG format, in colors, 300 dpi resolution, and a brief description as reference.
- In the case of the tables, figures and graphs, the original file (spreadsheet, slides, etc.) may be required.