



INSTRUCTIONS FOR THE PRESENTATION OF PAPERS AT CIGRE SYMPOSIA

This document gives general instructions to be followed for the preparation of Papers at CIGRE Symposia. We kindly ask you to read them carefully and comply with them so that publication of your Paper may be smoothly processed.

Further to these instructions, CIGRE will provide for each Symposium 3 sample pages specific to the coming Symposium. The 3 pages are: Title page with the Symposium header included, page 1 where the text starts, and last page where the Bibliography appears. Authors are required to use these sample pages, **typing their text over the presentation**. The sample pages will be sent to the authors and will be also **available for downloading on the website with the Symposium notice**.

IMPORTANT POINTS:

- ❖ **Papers will not be proof-read by the Central Office. No changes or additions will be accepted after they have been received by the Central Office.**
- ❖ **The deadline for receipt of the papers at the Central Office is absolutely strict.**
- ❖ **The electronic file is essential for publication. Files emailed must not exceed 1 Mbyte. Any larger files must be sent on a CD-ROM.**
- ❖ **Material sent to the Central Office will not be returned to authors.**

1. GENERAL

1.1 Nature of Papers

Papers presented at CIGRE Symposia must be unpublished material of strictly scientific or technical character, and not carry any advertising connotation. Consequently, names of manufacturers must not appear in the body of the text, nor in tables or figures. Names of Companies or Universities should only appear at the top of the first page (title page), under the authors' names. (See paragraph 3.2)

1.2 Languages used

Papers are issued in English only.

2. STRUCTURE OF PAPERS

For homogeneity, the Paper structure with heading, “SUMMARY”, “KEYWORDS” and “BIBLIOGRAPHY” must be maintained. The titles “SUMMARY”, “KEYWORDS” and “BIBLIOGRAPHY” also must be kept as they stand.

2.1 Heading

The heading comprises the Symposium header, the paper reference number, the title of the paper and the authors' identification.

2.2 Summary

The paper starts with an extensive summary, of about **500 words**, intended to provide readers with a thorough overview of the paper.

Summary and title give the first impression of a paper; hence great care should be taken in their formulation.

2.3 Keywords

A list of keywords follows the summary, as specified in **Appendix 1**. These keywords are intended for recording by documentation departments.

2.4 Main text.

Starts after the keywords.

2.5 Bibliography

Included at the end of the paper, it gives the details of the references mentioned in the paper.

3. PRESENTATION OF PAPERS

Papers are to be reproduced on a CD-ROM.

3.1 Typing: General

Texts should be typed in single spacing, and normal lay-out should be used (no 2-column lay-out). - **See sample: Appendix 3**. There is no need for an extra left-hand margin, unnecessary waste of space.

The fonts 'Times' or 'Helvetica' are recommended, **size 11 or 12 only**. Narrower typing will be illegible. **Do not use fancy characters**.

In order to simplify and speed up the editing of the CD-ROM, CIGRE kindly requests the authors to effect the lay-out of their Papers on a PC (with figures and tables inserted) on a ISO 21x29,7cm / DIN A4-format (final size).

3.2 Title page and Summary

The authors are requested to use the WORD sample of the Title page to facilitate their work: its lay-out must be very carefully observed.(spacing, fonts...)

The heading comprises three parts:

- the header, CIGRE details and Symposium Title,-**provided by CIGRE on the sample page**
- the reference number of the paper, 3 characters, which has been attributed to the paper –**to be typed by the author-**
- the title of the Paper and the authors, i.e.: initial for first name, name in capitals, company, country.

Paper title should be typed 2” (5cm) from the top of the page with **Helvetica or Arial bold characters, size 12**. The authors’ names should be typed with **Times Roman, bold characters, size 12**. They should be **centred** under the title.

“**SUMMARY**” should be written 4.8” (12cm) from the top of the page, under the “heading”.

The email **address of the main author** (indicated with an asterisk immediately following his name on the heading) should be typed **at the bottom of the page**.

3.3 Other pages

Pages other than title page must be typed starting 2,5 cm (1”) from the top of the page.
Pages other than the title page must be numbered at the bottom page (right hand side).

3.4 Bibliography

References should be mentioned following the order in which they appear in the text. Each reference should be set as follows:

- Reference number (in the text) in square brackets []
- First name(s) or initial(s), name(s) of the author(s)
- Title of the article and in brackets the name of the publication, reference number, date, page (or first and last page numbers),
or
- Title of the Paper, and in brackets the name of the relevant Conference, date, reference number and page (or first and last page numbers)
or
- Title of the book, editor, year of publication and page (or first and last page numbers).
- Authors should not refer to internal company documents and more generally to unpublished works.

3.5 Figures

Electronic versions of the figures should be inserted directly in the text. They should be carefully prepared.

Figure numbers and captions should appear under each figure. For better understanding, avoid cramming information on figures and only use graphic symbols recommended by the International Electrotechnical Commission (IEC Recommended Graphics Symbols - Publication No 617: 'Graphical Symbols for Diagrams' -).

All comments relevant to the figures should appear in the caption. Typing characters have to be carefully selected to ensure legibility.

3.6 Tables

Typing characters should be chosen such as to be clearly legible. Tables should be numbered using roman figures; number and title should appear just above the table.

3.7 Conformity requirements

All Papers must be prepared in keeping with the present instructions.

3.8 Length of Papers

The recommended maximum length for Papers is 6 pages (title and figures included).

4. ADVICE FOR LAY-OUT OF PAPERS

- For greater clarity, texts should be divided under headings and subheadings. Decimals should be used as reference numbers to identify chapters, sections, paragraphs.
- Authors are kindly requested to use the decimal metric system referred to as International System SI (See IEC Publication No 27 'Literal Symbols to be used for Electrotechnics' in 4 parts). Some indications concerning symbols are given in **Appendix 2**.
- Authors should avoid giving mathematical developments. If these are necessary, the longer part should be given in an appendix.
- For formulae, authors should use mathematical software. Equations should be centred on the page and numbered. The number is to appear in brackets on the right hand side of the formula.

5. COPYRIGHT

The Papers are copyrighted to protect the interests of CIGRE as well as their authors'. Authors who submit a paper for publication agree to assign to CIGRE the copyright in the paper, in accordance with the "copyright provisions" exposed in **Appendix 4**

6. PUBLICATION OF PAPERS ON CD-ROM

As Symposium Papers are issued as a CD-ROM, authors are kindly requested to send to the Central Office the electronic file of their paper (in PDF or WORD format) only.

Note: When sending in the electronic file, please make sure your attachment is clearly identified, giving the main Author's name and the reference number of the paper.

APPENDIX 1

CHOICE OF THE KEYWORDS

A.1. Number of keywords

Authors have full latitude as regards choice and number of keywords. As an indication, 3 to 10 words or groups of words are usually sufficient to characterise a technical document.

A.2. Choice of keywords

1. Each keyword should correspond to a single and precise notion. Certain compound words or groups of words designating one sole notion will constitute keywords.

Examples: High Voltage - Reactive Power - Power Factor

On the other hand, many compound words which are in fact an association of two independent notions will have to appear as two separate keywords.

Examples: Interconnection systems -> Interconnection – System;
Anchor tower -> Anchor - Tower

2. Words, which do not convey precise information, such as: product, matter, agent, effect, process, device, phenomenon, etc...must not be used as keywords.

Examples: Breaking device -> Breaking; Corona effect -> Corona

However, with 'Switching Overvoltage' the keywords will be : 'Switching' and 'Overvoltage'.

3. For the purpose of indexation, wherever possible, the noun in the singular should be used, rather than the adjective.

Examples: Guyed tower -> Tower – Guy; Inhibited oil -> Oil - Inhibitor

4. A well-defined chemical substance is a single keyword.

Example: Sulphur Hexafluoride

However, chemical substance types should be coded with the help of independent keywords.

Example: Alkaline Chloride -> Chloride - Alkaline

A.3. Final comments

Keywords should always be written **in singular**, start with a capital letter, and a dash between each word.

Authors are advised to use as keywords the terms which appear in the IEC's International Electrotechnical Vocabulary (IEC Publication No 50).

APPENDIX 2

RECOMMENDATIONS ON THE SYMBOLS WHICH SHOULD BE USED TO REPRESENT UNITS

The SI symbols for units are typed with vertical characters, whatever the kind of characters used in the text. They are written in small letters, except when the name of the unit comes from a name, in which case the first letter of the symbol is a capital one.

Examples: metre: m volt: V hertz: Hz

The products of two units are expressed by combining their symbols with a full stop.

Example: Newton metre: N.m

The symbols for single units can however be joined together without a full stop when there is no risk of confusion:

Examples: Watt-hour: Wh Volt ampere: VA
kilovolt: kV Megavar: Mvar

Write: HV or h.v. HVDC or h.v.d.c.
AC or a.c. DC or d.c.

The quotient of two units is expressed by putting a stroke between their symbols or by using negative exponents, preferably when there are several symbols in the denominator.

Examples: metre per second: m/s or m.s⁻¹
metre per second squared: m/s² or m.s⁻²

The multiples and sub-multiples of SI units are linked to the basic units by standardised symbols

Examples: T for Tera (10¹²) k for kilo (10³) n for nano (10⁻⁹)

The prefix should not be separated from the name of the unit either by a space or any typographical sign.

Thus, one should write:

GW: 10 ⁹ watts	mA: 10 ⁻³ amperes
MHz: 10 ⁶ hertz	μF: 10 ⁻⁶ farads
kV: 10 ³ volts	ns: 10 ⁻⁹ seconds
cm: 10 ⁻² metres	

Symbols are written without a full stop (except when the full stop is a punctuation mark at the end of a sentence which finishes with a symbol) and must not bear the indication that they are plural because 's' stands for 'second'.

Examples: 100 kilometres: 100 km
1 metre per second: 1 m/s

1 lumen second: 1 Im.s

Symbols with decimal figures should appear at the right of the whole number, which indicates the numerical value:

One should write: 24,5 m - 25,4°C

One should not write: 24 m,5 – 25°,4C nor °C25,4

Symbols for units should not be used after a number written out in full.

One should write: Five kilometres
 5 kilometres
 5 km

One should not write: five km.

Generally speaking, it is not advisable to use a symbol for a unit in a text without it being associated with a numerical value written in figures.

One should write: 'Length is expressed in metres'

One should not write: 'Length is expressed in m'



21, rue d'Artois, F-75008 PARIS
[http : //www.cigre.org](http://www.cigre.org)

APPENDIX 3

Type here your Paper number
(to be centred)

SYMPOSIUM xy

**Type here the title of your Paper
(Helvetica or Arial Bold size 12 and 5cm (2") from the top**

**Type here the authors' name (initials, name in capitals, Times Roman, bold, size 12)
Type here the Company
Type here the Country**

SUMMARY

Start typing here with the summary (about 500 words; Times or Helvetica, size 11 or 12 only, from 4.8" / 12 cm from the top). Do not remove or shift the title "**SUMMARY**", as Papers must have the same presentation for the CD ROM issue.

KEYWORDS

3 to 10 words or phrases (Times or Helvetica, size 11 or 12 only).As for "**SUMMARY**", please keep the title "**KEYWORDS**".

Type here the email address of the main author as a footnote

All pages after title page must start from this line, i.e. 1" (2, 5 cm) margin from the top (Times or Helvetica, size 11 or 12). Pages will be automatically numbered.

APPENDIX 4

CIGRE COPYRIGHT PROVISIONS

It is the policy of CIGRE to own the copyright to the technical contributions it publishes on behalf of the interests of CIGRE and their authors, and to facilitate the appropriate reuse of this material by others.

CIGRE distributes its technical publications throughout the world. It also abstracts and may translate its publications and articles contained therein, for inclusion in various compendiums and similar publications, etc. When an article is submitted for publication to CIGRE, CIGRE understands that its acceptance of the article implies that CIGRE has the rights to do all of the things it normally does with such an article.

The following CIGRE policy applies to all material submitted to CIGRE. Submitting a paper for publication by CIGRE implies that the author agrees with the provisions set forth hereafter.

1. CIGRE must of necessity assume that material presented at its meetings (Sessions or Symposia) or submitted to its publications (Technical Brochures, ELECTRA is properly available for general dissemination to the audiences these activities are organized to serve. It is the responsibility of the authors, not CIGRE, whether disclosure of their material requires the prior consent of other parties, and, if so, obtain it.
2. When the author(s) come(s) from a country where different rules are applied for the copyright, then he/she/they should inform CIGRE of the provisions which apply in his/their own country.
3. If the copyright in the work is owned by the author(s), the author(s) assert(s) that he/she/they has/have moral right to be identified as the author(s) and agree(s) to assign the copyright in the paper to CIGRE, under the provisions hereafter
4. If the copyright in the work is owned by the organisation which has commissioned the work on which the paper is based or which employs the author(s), the author(s) assert(s) that the organization agrees to assign the copyright in the paper to CIGRE, under the provisions hereafter.
5. The organisation in assigning the copyright in the paper gives no warranty expressed or implied that the paper is free from defamatory matter, nor that the paper does not infringe the rights of any third party.
6. The organisation warrants that :
 - a) it has advised the author(s) of his/her/their responsibilities to avoid defamation or infringement of third party rights, and
 - b) it will notify CIGRE of any adverse claim that comes to its knowledge prior to publication.

7. In assigning the copyright nothing shall in anyway affect any agreement which the organisation may have with any of its employees or others performing work for or on its behalf.

8. The author(s) and/or the organisations for whom the work was performed shall be entitled :

- a) to retain all proprietary rights other than the copyright, such as patent rights ;
- b) to reproduce figures and extracts from the papers with proper acknowledgement of CIGRE
- c) to reuse all or portions of the paper in other works with proper acknowledgement of CIGRE
- d) without payment to make and have copies made of the published paper for his/her/their/its own purpose's but not for sale, provided that no reference is made to CIGRE in any manner which implies endorsement by CIGRE of any product or services the organisation manufactures or in which it deals.

9. Reprinting and abstracting will be permitted only with authorization of CIGRE and with proper acknowledgement of the owner.

Ownership in a CIGRE publication, whether in paper form or on electronic support only infers right of use for personal purposes. Are prohibited, except if explicitly agreed by CIGRE, total or partial reproduction of the publication for use other than personal and transfer to a third party; hence circulation on any intranet or other company network is forbidden.

10. If CIGRE declines to publish the paper, the copyright in the paper will remain with the original copyright owner(s). If the paper is accepted for publication but is not published within a reasonable time after acceptance, the copyright owner(s) will have the right to require CIGRE to reassign the copyright in the paper to the original owner(s).