

INSTRUCTIONS FOR THE PRESENTATION OF PAPERS AT CIGRE SESSIONS

This document gives general instructions to be followed for the preparation of Papers at CIGRE Sessions. 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 Session 3 sample pages specific to the coming Session. The 3 pages are: Title page with the Session header included, page 1 where the text starts, and last page where the Bibliography appears. Authors are required to use these sample pages. The sample pages should be circulated to authors by National Committees and will be also available for downloading on the website with the Session announcement.

IMPORTANT POINTS:

- ❖ **Papers will not be proof-read by the Central Office. No changes or additions will be accepted.**
- ❖ **The deadline of 14th February 2020, for receipt of full papers by the Central Office must be strictly observed.**
- ❖ **The electronic file is essential for publication. Files uploaded – PDF format only - must not exceed 1 Mbyte.**
- ❖ **Material sent to the Central Office will not be returned to authors.**

1. GENERAL

1.1 Nature of Papers

Papers presented at CIGRE Sessions must be unpublished material of strictly scientific or technical character, and not carry any advertising connotation.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

Session Papers are issued in either French or English. There is no translation into the other language. Authors are however advised to provide an English version for any paper in French as most delegates are familiar with English only. In this case both versions will be published.

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 Session 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. They are part of the title page.

2.4 Main text.

To come after the keywords, and start at top of next page.

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 posted on the Cigre website as well as on the Session mobile application and potentially reproduced on a memory stick.

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 **'VerbCond'** **'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 Papers, 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, Summary and keywords

The authors are requested to use the provided sample page of the Title page. Its lay-out must be very carefully observed. (spacing, fonts...).

The heading comprises three parts:

- the header, CIGRE details and Session year **-provided by CIGRE on the sample page**
- the reference number of the paper, 6 characters, (more characters for a joint meeting),which has been attributed to the paper – **to be inserted by the author** – and provided by National Committees.
- the title of the Paper and the authors, i.e.: **initial for first name, name in capitals, company, country**. The main author must be indicated by an asterisk immediately following his name.

Paper title should be typed 2" (5cm) from the top of the page with **VerbCond, Helvetica or Arial bold characters, size 12**. The authors' names should be typed with **VerbCond or 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** should be typed **at the bottom of the page as a footnote**.

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

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 – database No 60617: '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 10 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 60027 "Technical International standards for letter symbols in 6 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. SENDING OF PAPERS TO THE CENTRAL OFFICE

Papers will be uploaded to a dedicated website by National Committees (PDF format only).

Each National Committee has an individual login and password, which will not be circulated to authors.

Authors with no Cigre National Committee should send the electronic file of their paper (PDF format preferably) directly to the Central Office.

In this case, when sending in the electronic file, the attachment must be clearly identified with the title of the Paper and the author's name.

The size of each file should not exceed 1 megabyte. Figures, tables and diagrams should be of reasonable size to comply with this requirement.

7. AVAILABILITY OF PAPERS

Session Papers can be downloaded through the Cigre website before the Session by duly registered delegates. They will be also available on site on the mobile application with a login and password. After the Session they will be posted on the library online e-CIGRE.

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 lm.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'



Paris 2020

Type here your Paper number
6 characters, 9 for joint meetings
(to be centred)

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

Type here the authors' names
Initials only for first name(s), LAST NAME (FAMILY NAME) in capitals, VerbCond or Arial, bold, size 12
Type here the Company
Type here the Country

Do not forget to mention the main author's email address as a footnote

SUMMARY

Start typing with the summary (about 500 words; VerbCond regular, size 11 or 12 only). Do not remove or shift the title **SUMMARY**, as Papers must have the same presentation for publication.

KEYWORDS

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

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

Paper Cont'd

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BIBLIOGRAPHY

Type here the bibliography at the end of your text, according to this presentation (see sample references below). Font to be used is always VerbCond regular 11 or 12.

- [1] Working Group SC 22-12 CIGRE. "The thermal behaviour of overhead conductors Section 1 and 2 Mathematical model for evaluation of conductor temperature in the steady state and the application thereof" (Electra number 144 October 1992 pages 107-125)
- [2] T. Seppa "Fried Wire?" (Public Utilities Fortnightly, December 2003, pages 39-41)
- [3] Prospectiva del Sector Eléctrico 2002-2011. (Secretaría de Energía. Mexico, 2002).
- [4] Resolución sobre las Modificaciones a la Metodología para la Determinación de los Cargos por Servicio de Transmisión de Energía Eléctrica. (Diario Oficial de la Federación. Jueves 23 de Diciembre de 1999).

APPENDIX 4

CIGRE COPYRIGHT PROVISIONS

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- b) it will notify CIGRE of any adverse claim that comes to its knowledge prior to publication.

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