

Guidelines for preparing a “2016 Cigre Canada Conference Technical Paper”:

1. GENERAL

1.1 Nature of Papers

Papers presented must be unpublished material of strictly scientific or technical character, and not carry any advertising connotation.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

Technical Papers should be in English.

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 a summary, 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

3.1 Typing: General

Texts should be typed in single spacing, and normal lay-out should be used (no 2-column layout).

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

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:

- **Header:** CIGRE details and Session year, **-provided by CIGRE**
- **Reference number of the paper:** Has been attributed to the paper – to be typed by the author
- **Title of the Paper and the authors:** 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 **centered** 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/her 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

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 Electro technical 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 8 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 centered 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.

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 characterize 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.

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: meter: m volt: V hertz: Hz

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

Example: Newton meter: 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:

meter per second: m/s or m.s⁻¹

meter per second squared: m/s² or m.s⁻²

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

Examples:

T for Tera (10^{12})

k for kilo (10^3)

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

μ F: 10^{-6} farads

kV: 10^3 volts

ns: 10^{-9} seconds

cm: 10^{-2} meters

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 kilometers: 100 km