



Name Surname of author 1*
Firm/Institution
E-mail address of author 1

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INSTRUCTIONS TO THE AUTHORS

SUMMARY

The purpose of these "Instructions to the ..." is to have the authors prepare their papers on a uniform basis with all the necessary divisions: abstract, key words, introduction, elaborated theme, conclusions, references and other important details.

Visually, papers should be uniform as possible. Attention should therefore be paid to font type and size, spacing between section and subsections, page margins, width and height of the text and other remarks. **Use this text like a template for your article.**

Key words: Paper - Authors instructions

1. General Instructions

1.1 Nature of Paper

Papers are calling and regular ones.

Papers presented at the Symposiums of CG KO CIGRE have to be materials unpublished in the country, scientific or professional ones, being not advertised. Related to this, no producers names are to be mentioned either in the text, tables or figures. The names of firms or universities may be found only at the top of the first page (title page), below author's name.

1.2 Papers are written in either Montenegrin or English.

1.3 Length

A maximum length, title and summering in other language includes, is 20 pages for calling papers and 10 pages for regular ones.

1.4 Format

Format is 21x29.7 cm (A4). Papers are recorded on CD.

1.5 Structure

An paper should contain: name(s) of author(s), firms or institutions they are employed at, and e-mail. The title of the article, a abstract (up to 15 lines) and key words are to be written in

*Address of author 1

Montenegrin first, then in English language, then follows introduction, elaborated text, conclusions, and literature used.

2. TECHNICAL PREPARATION

2.1 Typing

A text is to be typed with single spacing, on one page only. It should be typed along the whole page width. Left and right blank spaces, as well as those between upper and lower margin are 2.5 cm.

The space limited by columns should be fully used, except for the title page. No additional left margin is needed.

Ariel font (normal), in size of letter 10, is used. Smaller letters are not allowed. To be efficient in publishing CD-ROM of CG KO CIGRE, authors are obliged to type their papers on PC (with inserted figures and tables) and sent them to the secretary.

The title page and other pages should be copied in a way to comply with the form of writing these "Instructions" as for their size, spacing and location on the page.

An ordinal number of a page should be written in margin, in lower left angle.

2.2. Title page

The name and surname of author, firm/institution, title, e-mail, sub-titles and text are to be written in a way the page agrees in its form with these "Instruction".

When more authors from the same firm are included, their names and e-mail addresses are to be written one below the other, and, finally, the name of the firm/institution should be written below the name of an author and his/her e-mail address, the name of the next author, e-mail and the name of his/her firm/institution.

Three free lines are to be left between the name of an author and article's title. When more than two authors are concerned, the names of other authors should be written in two columns at the beginning of an paper.

Title should be in Arial font (bold), in letter 12 size.

Two free lines should be left between the titles of an article and abstract.

The title ABSTRACT should be written 1.25 cm inwardly, in capital letters, in letter 10 size.

The first line of a abstract and new paragraphs are to be indented for 1.25 cm. Other lines should not be indented.

Key words should be written below a abstract.

A title, abstract, and key words in English should be written according to the instructions for Montenegrin language.

An introduction is to be written on the first page only if, under the word Introduction, at least 3 lines of the text may be written.

2.3 Abstract

For the Symposium, the abstract of an article must not exceed 15 lines. A great attention should be paid to formulating titles and summaries as reader can get the first impressions out of them.

2.4 Key words

Authors are fully free to choose and list key words taking into account the following:

- Usually 3 to 10 words or a group of words are enough to characterize on technical document;
- Each key word should match with one precise concept. Some compound words or group of words meaning one concept may be key words. On the other side, more compound words representing two independent concepts should appear as two independent key words;

- Key words are always to be written in singular, in capital letter at the beginning and a hyphen between each word.

These key words will be used for the needs documentation.

2.5 Spacing

Two free lines are left between the last line of a chapter and a title of author one.

Two free lines are left between the last sub-chapter and sub-title (level 1.1).

One free lines are left between the last sub-chapter and sub-title (level 1.1.1).

2.6 Title and Sub-title

Chapter titles should be written in capital letters, and sub-titles in small letters, or letter 10 size, bold.

Chapters should be marked with numbers along left margin, whereas titles and sub-titles should be indented for 1.25 cm.

A new paragraph should be emphasized by indenting the first line for 1.25 cm.

Titles and sub-titles of chapters should be ordered according to a decimal classification, for example:

1. CHAPTER TITLE
- 1.1 Title of the second degree of a chapter
- 1.1.1 Title of the third degree of a chapter

2.7 Equations

Equations should be written in graphic editor for equations and are to be centered. The ordinal number of an equation is to be put on the right margin of a text, in the same line, for example (1).

$$A = G(0^\circ) \& B = G(-\Theta_{54}) \quad (1)$$

It is necessary to mention and explain in the text the parameters used in equation.

2.8 Tables and Figures

Small figures and tables should be placed by a corresponding text. Figures may be made in one of graphic programs (Corel, Visio, AutoCAD, and similar), taken from other programs (e.g. Excel diagrams) or scanned (resolutions of minimum 300 dpi).

Drawings, photos and diagrams are marked form 1 on with Arabic numbers, and tables form 1 on with Roman numbers. Numbers and files of figures should be written below them, e.g. "Figure 1. Process Block Scheme".

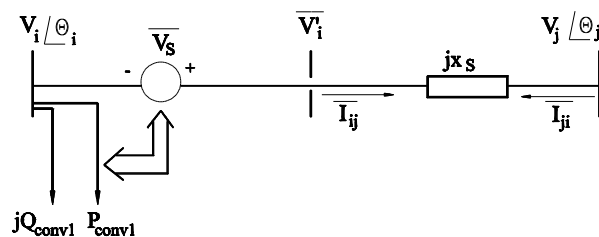


Fig. 1. Process Block Scheme

Figures include drawing, photos, diagrams, and similar. Figures must not be put separately in additional frames. Chapters and sub-chapters must not begin with either a figure or table. Numbers and names of tables are to be written above a table, e.g. "Table 1. Statistical Results of Measurements"

Table 1. Statistical Results of Measurements

Θ_{12}	$F(\Theta_{12})$
1	2,689
2	88,547

Figure and table names should be centered below a figure and table respectively.
Yellow color on diagrams should be avoided.
Photos should be of high quality, sharp and contrasting enough.

2.9. Literature used

Literature is included in the text within square brackets, e.g. [1] or numbered like [1], [2] or [1]-[3], namely a sentence may be finished with literature [3].
References should be ordered as they appear in a text.
Authors should not refer either to an internal documentation of a firm or to unpublished papers.

3. VARIOUS REFERENCES

Accepted papers are taken as final version. No additional changes or a new version of an article are possible to be done by authors.

An electronic version, an original paper and a filled in Form on copyright are to be delivered.

An author will present his/her or common paper using his/her personal computer and Power Point program support. Alternatively, an author has to deliver his/her presentation to the Organizer a day before the very session.

Authors are to use decimal metric unit system according to the International unit system SI, having in mind the following:

- Unit symbols are typed in vertical letters no matter what letters are used in text.
- A product of two units is expressed by a combination of their symbols with a point. Symbols for one unit may be connected without a point, when there is not confusion risk.
- A quantifier of two units is expressed by putting an oblique line between their symbols or using a negative exponent if there are more symbols in denominator.
- Prefix should not be separated from unit name either by space or typographic sign.

Authors should avoid mathematical derivations. If they are necessary, a longer part should be given in a supplement.

4. COPYRIGHT

To protect the rights of both CG KO CIGRE and authors, papers under copyright in accordance with the Provision of applying law in the field of intellectual property. Authors have to sign a statement in a special form on copyright before his/her paper is published. That form is a part of an instruction and has to be signed by the main author and sent to the Secretary of CG KO CIGRE along with his/her paper.

5. PUBLISHING PAPERS ON CD, AND SITE PRESENTATION

As the papers for the Symposium are recorded on CD, authors are asked to send an electronic version of it, along with paper – written one.

If papers are larger than 1MB, they should not be e-mailed. CD is to be sent in that case.

CD of the Symposium will contain all the papers and summaries, reports of professional reporters, as well as software for searching on the base of numbered papers.

Paper presentation in Power Point program support will be set on the site of CG KO CIGRE (www.cigre.me) after the Symposium has been held.

6. IMPORTANT

Authors have strictly to respect the term for delivering papers, otherwise they will not be accepted.
Papers are not to be sent by fax.

Applications for papers to be accepted are sent to the Secretary who forwards them to the President of the indicated STK. The President decides on whether to accept an application of a paper and informs the secretary, then an author about it.

Papers in Word are sent to the secretary who decides whether the form and range of a paper correspond to the Instructions given for that. A paper meeting the prescribed conditions for technical procedure is sent to the President of a corresponding STK by the secretary. STK President will enable review of paper and its correction (if there is need) by communication without information about author

(for reviewer) and reviewer (for author) up to the last version of paper. The paper received on such way the author will send to the secretary in PDF format and the paper is considered the final.

7. CONCLUSION

All the papers have to be prepared according to these instructions. If not, they will be sent back to authors to be prepared properly again.

8. LITERATURE

[1] Surname 1, Surname 2, "Book Title", Publication, Publishing form, month, year.

[2] Surname 1, Surname 2, "paper Title", Conference, Collection of papers, place, country, month, year, page or paper number.