

PCIC MIDDLE-EAST REQUIRED STYLE OF PAPERS AND FORMAT

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Abstract - This is an overview for preparing papers for the PCIC Middle-East conferences. It defines the **required** format style for PCIC Middle-East papers for publication in the PCIC Middle-East Conference Record. Information regarding text style, margins, headings, abbreviations, figures, tables, etc. is included. Note that the layout, margins, and style of this paper follow the requirements described in this paper.

Index Terms — PCIC Middle-East Paper Format, Writing instructions, Style requirements.

I. INTRODUCTION

In general, PCIC Middle-East conference papers are created using PC word processing programs such as Microsoft Word. The paper will then be converted to pdf format by the author. Papers must be formatted in the style described and shown in this document. Papers must be submitted in final form by email to the PCIC Middle-East secretary in pdf format. Paper length, including appendix, should be 7 to 9 pages in length, when produced in the format described in this document.

It is strongly recommended that the rough draft paper be prepared using the format described in this document.

II. STYLE FOR PCIC MIDDLE-EAST CONFERENCE PAPERS

A. Organization

A PCIC Middle-East paper generally consists of nine major sections. These are as follows, and should *always* appear in this order: 1) title; 2) author information; 3) abstract; 4) index terms; 5) introduction; 6) body; 7) conclusion; 8) references; and 9) vita. This order should be altered only if the author chooses to use the following additional parts: 10) nomenclature (glossary of symbols); 11) acknowledgment; 12) appendices. The conclusion must *always* follow the body of the paper and the references must *always* be the *last* part of the paper. The vita is always at the very end of the document, following all other sections. The requirements of style and content for each of these parts are discussed next. The order of discussion for the various possible parts of a paper should be as they appear in this paper.

1) *Title*: The title should indicate the subject of the paper as clearly and succinctly as possible. It is typed in bold all capital letters at the top and center of the paper on the first page.

2) *Author Information*: The name of each author should include a full first name and last name. Each author's business affiliation and mailing address, complete with post office box number, zip code, and country, are required.

3) *Abstract*: The abstract is a very important part of the paper. It is used for library purposes and may appear by itself in an abstract journal and / or be stored in a database. Its contents will determine how and where those who compile the annual indexes of the literature reference it. It should therefore be written with extreme care.

The abstract is a concise, one-paragraph collection of statements that describes the most significant ideas, procedures, and / or results of the paper. It typically contains 125 - 200 words, but is never longer than necessary and never explores concepts beyond those actually described in the paper. A satisfactory abstract will briefly answer these questions. 1) What is the problem being discussed? 2) What is the author's unique approach or important contributions; and is it primary information, a review, or tutorial in nature? 3) What is the principal result or typical application?

The abstract does not serve as an introduction, nor does it contain acronyms, abbreviations, footnotes, tables, figures, or references. It is identified by the italicized word "Abstract," followed by a dash, which is immediately followed by the text of the abstract, as shown above.

4) *Index Terms*: Not more than 8 index terms should be on this line, under the Abstract, and on the same line as the heading 'index terms', and separated from the others by a comma.

5) *Introduction*: The introduction prepares the reader for the body of the paper by giving historical and / or background information and by serving as a guide to the author's approach to, and organization of, the material. The introduction should not be a repetition of the abstract and, unlike the abstract, may be as long as is necessary.

The introduction will serve as the first major part of text, and is therefore the first section of the paper to be enumerated.

6) *Body*: The body of the paper contains the primary message of the paper in detail. Its purpose is to communicate information efficiently and effectively to the reader. The body of the paper should be broken down into specialized sections that are identifiable by the use of an orderly headings system (see Section B).

7) *Conclusion*: The conclusion should be a clearly stated finish to the paper and should show the significance of the work including the limitations and advantages.

8) *Nomenclature*: The nomenclature consists of the symbols and meanings of those symbols used in the paper. The symbols are indented from the left margin; separated from their definitions by space only with the first letter of the definition capitalized and the remainder lower case. Each definition is ended with a period; and no articles (introductory words such as "the" or "a") precede the definition. An example follows.

NOMENCLATURE

- E_i Initial energy (J).
- M_0 Initial drop mass (kg).
- M_2 Sibling mass (kg).
- M_1 Residual drop mass (kg).

9) *Appendices*: Mathematical details that are ancillary to the main discussion of the paper, such as many derivations and proofs are among the items to be placed in the appendices. Other items that bear on or support the topic as developed by the author may also be included in the appendices.

10) *Acknowledgement*: If the paper deals with prior work by other author(s), and / or others have made important contributions to the paper, this fact should be clearly stated in the acknowledgement section.

11) *References*: Reference information must be complete. Titles of papers must be given, as well as beginning and ending page numbers, where appropriate. Normally, references should be commonly available publications.

12) *Vita*: The vita (a short biographical or autobiographical account) should provide background information about the author(s) and would typically include current employment and other activities items related to the paper such as previous papers, activities within standards organizations, licenses and similar information. The biography should be limited to about 75-100 words per author. The biography shall not include a photograph.

B. Style for Headings

An organized headings system serves to divide the body of the paper into clearly marked sections that help the reader locate areas and items of the paper that interest him or her. They also help the author to develop his or her topic in an orderly manner, with the focus of each division of the paper indicated by its heading. The following will describe and give examples of the proper style for headings.

1) *Primary Heading*: A primary heading is separated from the text that follows by one full line of space, is centered above that text, and is all capital letters. The primary heading is assigned a roman numeral followed by a period. An example of a primary heading follows.

I. PRIMARY HEADING

2) *Secondary Heading*: A secondary heading is separated from the text that follows by one line of space. It is flush with the left margin, with initial letters of all words capitalized; the rest are lower case. Enumeration of the secondary heading is in capital letters followed by a period. The entire secondary heading is italicized as follows.

A. Secondary Heading: An Example

3) *Tertiary Heading*: A tertiary heading is the same as a secondary heading, except that the heading is not separated from the text; it is joined to it by a colon. The tertiary heading is enumerated using Arabic numerals and a closing parenthesis. It is indented once and underlined or italicized. An example follows.

1) *Tertiary Heading*: This is an example.

4) *Quaternary Heading*: A quaternary heading is styled the same as a tertiary heading, except for the following. It is indented twice; only the first word of the heading is capitalized; and it is enumerated using lower case letters followed by a closing parenthesis. An example follows.

a) *Quaternary heading*: This is an example.

C. Style for Figure and Tables

The following are the criteria the author should use in preparing figures and tables for a PCIC Middle-East technical paper..

1. Page space is costly. All unessential figures and tables should be eliminated.
2. All figures and tables shall be numbered consecutively and be mentioned in the text in the order of their appearance.
3. Figure captions should be left justified below their respective figures. Both in the text of the paper and in the caption, the figure should be identified by an Arabic numeral and the word "figure" abbreviated as Fig. For example: Fig. 1 (plural is "Figs."). Please use a nonbreaking space (Ctrl+Shift+Space) between "Fig." and the number. This avoids finding the Fig. number isolated on the next line.

Table captions are bilevel in nature and are centered above the double lines used to separate the caption from the body of the table. The top line of the caption should be in all capital letters and should identify only the number of the table using a Roman numeral. For example: TABLE I. The lines of the second caption should be centered below the top caption in all capital letters. This second caption should describe briefly the information of the table. For example: TYPE SIZES FOR PAPERS.

Table I is an example of a table that also provides information on the size of fonts for PCIC Middle-East papers.

TABLE I
TYPE SIZES FOR PAPERS

Type size (pts.)	Appearance		
	Regular	Bold	Italic
8	Table captions, ^a table superscripts		
9	Section titles, ^a references, tables, table names, ^a first letters in table captions, ^a figure captions, footnotes, text		Reference publication name
9	subscripts and superscripts	Abstract	Subheadings
9	main text, Authors' affiliations, equations, first letters in section titles		
10	Authors' names		
14	Paper title ^a		

^aUppercase.

5. All lettering used on or in figures and tables should be large enough to be visible, especially in formats

resulting in a final, reduced size. This final size should never be less than 1.2 mm high.

6. The size of the lettering used for figures and tables should be kept uniform throughout the paper.
7. The conference record is printed black and white. Photographs and other images should be clear when printed black and white
8. Figures should never exceed 18.0 X 23.0 cm.
9. Graph-type figures should show only the major coordinate lines; and the author should use short "ticks" that extend but a short distance from the axes, for convenience in reading intermediate values. Two or more simple graphs having the same scale often may be combined to save space and increase effectiveness.

Below is an example of the use of Figs. Each Fig. must have a one-line text giving the Fig. number and brief explanation of the contents.

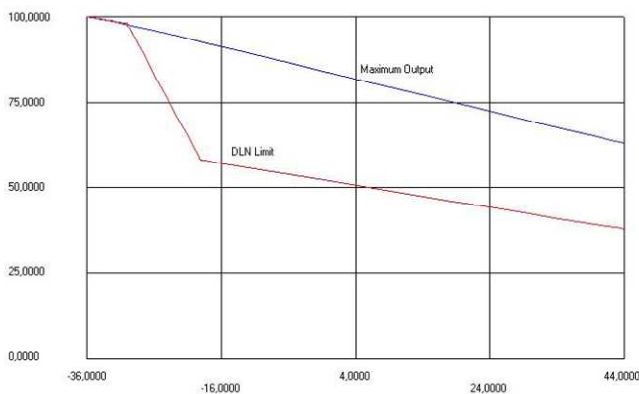


Fig. 1 DLN limits as function of temperature

D. Style for Mathematical Notations and Equations

To prevent errors by readers, subscripts, superscripts, Greek letters, and other symbols should be identified very clearly, with explanations included wherever ambiguity may arise. The following are examples of terms that often are confusing.

1. Capital and lower-case letters, when used as symbols.
2. Zero and the letter "o".
3. The small letter "l," the numeral one, and the prime sign.
4. The letters "k" and kappa; "u" and mu; "v" and nu; and "n" and eta.

Vectors and matrices should be in boldface type. Symbols, markings, and / or lines (except underlining) below letters should be avoided. A new symbol for a complicated expression that will be repeated often should be introduced in the text. Care should be taken in the use of solid (slants), vertical bars, radical signs, parentheses, and brackets to avoid ambiguities in equations. The author should adhere to the conventional order of brackets: {{ () }}.

When fractions are typed on one line, ambiguities often arise. For example, $1/2 r$ may mean $1/2(r)$ or $(1/2)r$. The author should use the devices at his or her disposal to ensure that the meaning is not misconstrued.

To facilitate the reading of numbers and to eliminate confusion arising from different uses of the comma and the period in different countries, editorial practice is to

separate numbers consisting of more than four digits with a space. Such numbers are separated by the space into groups of three, counting from the decimal sign to either the left or the right. Be sure to use nonbreaking spaces (Ctrl+Shift+Space) for this separation into groups. Examples are as follows.

12 351 7465 9.216 492

If the magnitude of the number is less than unity, the decimal sign should be preceded by a zero; for example: 0,102 or 0.102.

Where more than one equation is displayed in the paper, the author should be consistent in his or her style for fractions: either built up or broken down. Equations should be separated from the text with a line of space above and below, and numbered consecutively. The numbers should be enclosed in parentheses and flush with the right margin. In text, equations should be referred to only by their number in parentheses. The word "equation" precedes the number in parentheses only when used at the beginning of a sentence; for example: "Equation (23) enables us to write (17) in the form..."

Samples of typical equations with concluding text are as follows.

$$\alpha_1 + u_1 + \omega t_{\text{off}} > \alpha_2 + \frac{\pi}{3} \quad (1)$$

$$\alpha_2 + u_2 + \frac{\pi}{3} + \omega t_{\text{off}} > \alpha_1 \quad (2)$$

where

- α_i firing angle of upper and lower thyristor group $i = 1,2$;
- u_i commutation overlap angle of upper and lower thyristor group $i = 1,2$;
- t_{off} thyristor turn-off time.

E. Style for Units and Abbreviations

The use of the International System of Units (SI units) is required. This system includes as a subsystem the MKSA units, which are based on the meter, kilogram, second, and ampere. An author may express quantities in British-American units, but these must be in parentheses; for example, "a distance of 11.9 cm (4.7 in)".

The use of abbreviations, other than for units, is optional. Authors should avoid abbreviations that are not generally accepted. All abbreviations and acronyms must be defined where first mentioned. Abbreviations and symbols used on illustrations should conform to those used in the text.

F. Word Usage

It is most important that the paper be correct, concise, and clear. Attention to grammar fosters clarity. Here are some suggestions on usage.

1. Write in complete sentences.
2. Avoid jargon. Introduce new terminology only when it is indispensable.
3. Do not write one-sentence paragraphs. In revising, combine any series of very short paragraphs where possible.

4. Do not use slang or contractions. Avoid expressions that are used only in familiar speech.
No: "Taking a time interval, say, $t = t_2 - t_1$, in which the quantity...".
Yes: "Taking a time interval, for example, $t = t_2 - t_1$, in which the quantity...".
5. Write in third person, not first or second person.
6. Avoid overuse of italics and overuse of quotation marks around single words.
7. Capitalize adjectives and nouns derived from proper names, except in the case of units of measures, which are lower case. For example: "Gaussian noise"; "Cartesian coordinates"; "The Hamiltonian of the system is ..."; "The inductance is in henrys."
8. Abbreviations and acronyms should be defined where first used, even those considered by the author to be commonly used and understood.

G. Typing

The typeface must be sans serif 9 point Arial. This document was produced using Microsoft Word with typeface Arial. The paper must be prepared in double column format. Paper size is A4. The left and right margins shall be 19 mm, the column width is 83.5mm and the column spacing at 51 mm. Justification shall be both left and right sides. The top and bottom margins shall be 25.4 mm each. Paragraphs should be indented 3.2 mm and spaces should not be left between paragraphs.

Center the title on the page so as to run across the upper portions of both columns as illustrated above. The title of the paper is typed in upper case letters only, bold, typeface size 14 point Arial. As a general rule, the title should fit on one line. If the title exceeds this length, the author should seriously consider shortening the title.

The name(s) of the author(s) shall be given as shown above. The lead author should be listed first and the other authors in alphabetical order, left justified and listed in column format. The name information should be typeface size 10 point.

Primary headings are centered in the column as shown. Use upper case letters. The typeface is bold size 9 point. All other headings typeface is 9 point.

Page numbers shall be included and be 9 point font and centered at the bottom of each page.

II. COMMERCIALISM

From the beginning of PCIC Middle-East, it has been revered as a technical conference free from commercialism. In summary, the technical papers and the presentations will be free from commercialism by all authors whether affiliated with manufacturers, users or contractors. It is acceptable to present valid technical data. It is not acceptable to show company logos, use company names, use trade names, use trademarks, use facility names, or use facility locations. This applies to written paper, the presentation file, and to the contents of the oral presentation. Company names may only be used together with the authors' names at the start of the paper and the presentation file.

III. CONCLUSIONS

This paper describes the basic format and style for PCIC Middle-East papers. For additional information, contact the PCIC Middle-East secretary.

IV. ACKNOWLEDGEMENTS

It is common practice when writing technical papers to acknowledge people who have contributed to the paper, but are not authors. It is acceptable to specifically name an individual and company affiliation for those who have provided significant contributions to the paper and in general note their contribution. It is not acceptable to thank companies, or promote any product.

VI. REFERENCES

List and number all bibliographical references at the end of the paper. All references should be numbered consecutively in the document. When referring to them in the text, type the corresponding reference number in square brackets as was shown for reference [1] above in the abstract.

In the reference list, the number should be listed left justified with brackets. The reference title and publisher information should be indented as shown below. Examples are given for pamphlets [1], transaction papers [2], standards [3], conference records [4], books [5], and National Electrical Code [6].

- [1] IEC 62271-100 High-voltage AC circuit-breakers
- [2] D. S. Baker, "Generator Backup Overcurrent Protection," *IEEE Transactions on Industry Applications*, vol IA-18, pp 632-640, Nov/Dec 1982.
- [3] Graeme Peck, Terence Hazel, "Using Dry Low NOx Turbines in Industrial Facilities", *PCIC Europe Conference Record*, 2010
- [4] J. S. Dudor and L. K. Padden, "Protective Relaying on Medium and High Voltage Systems, Some Lessons To Be Learned," in *IEEE PCIC Conference Record*, 1994, pp 53-61.
- [5] J. L. Blackburn, *Applied Protective Relaying, Principles and Applications*, New York, NY: Marcel Dekker, Inc. 1987.
- [6] NFPA 70, 1996 *National Electrical Code*, Quincy, MA: NFPA.

V. APPENDIX

If the paper has an appendix, it should start on a separate page following the eight major parts of the paper as described in Section II A. The Appendices should be lettered A, B, C, etc. The words "Appendix A" should be typeface size 12 point, bold, and centered. The title of the Appendix should be below the "Appendix A" with a line between them. The title should be typeface size 12 point, bold, and centered.

The text, headings, subheadings, figures, and tables should follow the same format as the paper. Figures should be numbered A-1, A-2, A-3, etc. Tables should be numbered A-I, A-II, A-III, etc.

VI. VITA

This section provides a short biographical or autobiographical account of the author(s). Examples:

First Author graduated from the University of Bombay in 1995 with a BScEE degree. He has been a design engineer for the Ace Engineering Company of XXX since

1996. He is a member of the xyz standards committee and has authored two previous papers.
first.author@gmail.com

Second Author graduated from the University of Brisbane in 1980 with a honors degree in applied science. He has been a lead engineer for the Department of

Energy since 1990. has authored several papers and presented 5 tutorials.
second.author@gmail.com