Introduction

This document gives general instructions to be followed for the preparation of abstracts, papers and presentations for the CIGRE Australia conferences. The conferences included are:

- A general conference on CIGRE strategic transition topics
- CIDER 25, the 2025 Conference on the Integration of Distributed Energy Resources
- SEAPAC 25, the 9th South East Asian Protection, Automation and Control Conference
- A NextGen Power Professionals seminar by the CIGRE Australia Next Generation Network (NGN), focusing on development of young professionals.

This document is based on the similar document prepared for the CIGRE Session and the CIGRE Cairns Symposium.

In addition to these instructions, the Technical Organising Committee will provide templates for the papers.

Please follow the instructions and the templates to ensure smooth processing of your abstract, papers or presentation and the preparation of the session.

Important points

Abstracts are required for all of the conferences, but not the seminar. The template for abstracts is available from the conference website: http://www.cigreconference.com.au/.

The deadline of 28th of March 2025, for receipt of abstracts into the ConfTool system must be strictly observed. Note that all times and dates are Australian Eastern **Standard** Time.

The address for ConfTool is: http://www.conftool.pro/cigre-adelaide-2025.

ConfTool will be opened for abstracts by the second week of February. A notification will be sent out when the system opens.

Abstracts will be reviewed and Authors advised of their acceptance by 2nd of May 2025. Authors will be advised when papers or presentations will need to be lodged in ConfTool as part of that notification.

Queries should be directed to: submissions@cigreaustralia.org.au.

Contents

1   Requirements for each of the conferences

The three conferences have slightly different requirements. All three conferences require the submission of abstracts. After the acceptance of abstracts:

- 🌿 Authors submitting to the general conference and to CIDER25 will be required to submit a presentation.

    The presentation will be reviewed to ensure it meets CIGRE Australia and CIDER25 requirements, which are shown below.

- 🌿 Authors submitting to SEAPAC25 will be required to submit a paper and a presentation.

    Details for each of these will be provided with the notification of abstract acceptance. Each of these will be reviewed to ensure that they meet CIGRE Australia and SEAPAC25 requirements.

2   General instructions

2.1   Nature of materials

Papers and presentation for at CIGRE Sessions and Symposiums 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, under the authors' names.

2.2   Language used

Symposium papers must be provided in English. As a CIGRE convention, UK English is used in CIGRE materials, and is preferred, but US English will be accepted for the three conferences.

2.3   File name

The file name should be constructed as

- 🌿 **Abstracts**

    Conference_Topic (if applicable)_primary author.

    Example: General_Storage_Cruickshank or

    SEAPAC25_Cruickshank or

    CIDER25_Cruickshank

    ConfTool will assign an **item number**, which will be shown with the conference and name in the notification to authors. The authors name should be the submitting or primary author.

- 🌿 **Papers** — SEAPAC25 only

    Number_SEAPAC_primary author.

- 🌿 **Presentations**

    Number_conference_topic (if applicable)_primary author

3   Structure of papers (SEAPAC25 only)

For homogeneity, the Paper structure has a standardised format, which is explained below. Please also use the styles in the Word Ribbon as much as possible.

3.1 Heading

The heading comprises:

- the Session header
- the paper reference number
- the title of the paper, which should be the same as the Abstract
- The relevant Study Committee and Symposium stream, and
- the authors' identification. Family or last names should be fully capitalised. Other names should have an initial capital.
- the author's affiliations. This is optional. Where there are multiple authors with differing affiliations, a number should be inserted after each author with a corresponding number before each affiliated organisation.

The heading layout is provided as a fill in form in the template and should not be altered. Key information from the heading block is repeated on each page and is used for submitting the paper in ConfTool.

3.2 Summary

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

3.3 Keywords

A short list of keywords for classification purposes should follow the summary. These should be specific and clear. More details about suitable keywords is in Appendix A.

3.4 Main text.

The main text of the paper should commence on a new page. It should use standard styles for conformity. The standard styles are included in the template.

3.5 Typing: General

Texts should be typed in single spacing, and normal layout should be used as shown in the supplied template. The main headings and margins are set in the template and should not be altered.

The template contains the VerbCond font. If that is unavailable, Ariel or Times New Roman may be substituted. The standard font size is 11pt. Please only use standard characters, except in formulae, which are discussed below.

In order to simplify and speed up the editing of the Papers, CIGRE kindly requests the authors to lay-out of their Papers (with figures and tables inserted) on a ISO 210x297mm / DIN A4- final page size. Please do not use other formats.

3.6 Bibliography

References should be mentioned following the order in which they appear in the text. Each reference should start with the reference number in the text (in square brackets [ ]) and be set in one of the following formats, depending on the nature of the reference:

- name(s) of the author(s) and year of publication
- Title of the article and in brackets the name of the publication, reference number, date (if different), 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

See this link on the IEEE style for more detail: https://tinyurl.com/4sf8akh5

3.7 Figures and Images

Electronic versions of the figures should be inserted directly in the text. They should be carefully prepared to ensure that they are readable and include appropriate references if they are sourced from elsewhere. Note that authors are responsible to ensure that they have permission to use figures and diagrams.

Figure numbers and captions should appear under each figure. For example, "Figure 9 Drawing of correct earths for a tower footing"

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. Images should be check as well to ensure a good resolution while maintaining a reasonable size of the full Paper PDF file.

3.8 Tables

Typing characters for tables should be chosen such as to be clearly legible and no smaller than 10pt. Tables should be numbered with the number and title appearing just above the table. For example, "Table 3   Results of the analysis".

3.9 Length of Papers

The recommended maximum length for Papers is 10 pages (title and figures included). Acceptance of papers over this length will be at the discretion of the Study Committee Chair.

4   Advice for lay-out of papers

For greater clarity, texts should be divided under headings and subheadings.

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 B.

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 or the formula developer in Word. 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" see Appendix C.

6   Submitting papers

Authors should upload their papers to ConfTool using the same account that they used for their Abstract. ConfTool address is: http://www.conftool.pro/cigre-adelaide-2025.

If an author does not remember their account details, they can recover the information via the ConfTool site.

Files should be converted to Adobe Portable Document Format (.PDF) before being uploaded. Files should not contain any scripting or macros.

The size of each file should not exceed 10 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 Symposium website before the event by duly registered delegates only. After the Session they will be available online at e-CIGRE. Note that the current implementation of e-CIGRE does not allow searching for individual papers, only by session or groups.

8   Presentations (all conferences)

Authors should prepare their presentations using the template that will be provided on the Conference website.

The template will contain advice and suggestions for formatting the presentation slides but authors will have scope to determine their own approach. Note that:

- 🍃   Fonts and font sizes should not be varied unless absolutely necessary
- 🍃   If detailed information is needed to allow readers to understand the presentation materials after the presentation, the information should be included in the notes panel.
- 🍃   Care should be taken that figures, tables and diagrams are clear and readable in the conference room.

Appendix A   Keyword choices and examples

A1.   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.

A2.   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: Alcaline Chloride -> Chloride - Alcaline

A3.   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 lEC's International Electrotechnical Vocabulary in Electropedia, available at https://electropedia.org/.

Appendix B   Recommendations for symbols and abbreviations

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 (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   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 or 5 kilometres or 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'

Appendix C   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 entitle

    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.

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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).