

IEEE / ESW STYLE OF PAPERS AND PAPER FORMAT (REV 1/2007)

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Abstract - This is an overview for preparing papers for the IEEE IAS Electrical Safety Workshop (ESW) . It is intended to define the **required** format style for papers for publication in the ESW Conference Record. In general this format also complies with the style requirements for IAS (Industry Applications Society) [1], and IEEE (Institute of Electrical and Electronic Engineers). 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. Authors using MS Word may use this paper as a template for preparing their own papers by substituting their own text for the text of this paper.

Index Terms — ESW Paper Format, Style requirements (Authors should insert key words for their papers here).

I. INTRODUCTION

In general, ESW papers are created using PC word processing programs such as Microsoft Word or Word Perfect. This paper provides general overview for authors preparing papers on PCs. Papers must be formatted in the style described and shown in this document. A electronic copy will be required. Paper length, including appendix, should be 2 - 6 pages in length, when produced in the format described below.

II. STYLE FOR ESW PAPERS

A. Organization

A ESW 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. 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. Items 1-9 are required for all papers.

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; use of middle

names and/or initials is optional. Each author's IEEE membership grade (where applicable), should appear under his or her name. These parts of the author information should be typed in upper and lower case letters as shown. Finally each author's business affiliation and mailing address, complete with post office box number, zip code, country, and e-mail address, are required; this information should be typed below each author's name (and IEEE membership grade, where applicable) in upper and lower case letters. Do not include telephone information. The author has the option to place the email address for all of the paper's authors in the author's vita section rather than with the author information when paper spacing or email address length results in an undesirable presentation of the email address.

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, and what is the scope of its treatment? 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 indented, then identified by the italicized word "Abstract," followed by a dash, which is immediately followed by the text of the abstract, as shown above. The writing style is confined to the passive voice; for example, instead of "We measured the results of the test," the author should write: "The results of the test were measured."

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'. These should be selected to entice the data base searcher to look further into this paper. The index terms may be a mixture of phrase(s) and words, with each

phrase and separate word 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. It should include the author's statement of the problem to be addressed in the paper. 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, when and if the author chooses to use an enumerated headings system (See Section B, "Style for Headings").

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. Frequent guideposts are essential for non-specialists who want to understand the general nature and significance of the work, and even workers in the same field appreciate clear indications of the line of thought being followed.

7) *Conclusion*: The conclusion should be a clearly stated finish to the paper and should cover the following issues. What is shown by this work and what is its significance? What are the limitations and advantages of the information? Where applicable, the following points should also be included: applications of the results and recommendations for further work.

8) *References*: Reference information must be complete. Reference should be made to any prior publications on the subject by either the authors or others. Any excerpt, quotation, figure, or table taken from another publication must be referenced. Use of others' work without reference may be considered plagiarism and can lead to expense and embarrassment for both the authors and ESW. Titles of papers must be given, as well as beginning and ending page numbers, where appropriate. Normally, references should be commonly available publications.

Prior publications not specifically referred to in the text are not considered to be references. Authors of a paper that is a survey of its subject may want to include additional prior publications in a Bibliography following the references.

9) *Vita*: The vita (a short biographical or autobiographical account) should provide background information about the author(s) and would typically include degrees received, granting institution and year granted, current employment and other activities items related to the paper such as previous papers, activities within IEEE and other standards organizations, licenses and similar information. The biography should be limited to about 75-100 words per author. The biography should 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. When enumerated (author's option), the primary heading is assigned a roman numeral followed by a period. Note: Once an author begins enumeration of the headings, he or she must continue the enumerated headings style throughout his or her paper (in the manner described in this section). 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 underlined or italicized. An example of a secondary heading 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.

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. The full text should be spelled out, followed by the abbreviation or acronym in parentheses.

G. Typing

The typeface should be sans serif 9 point (e.g. Arial, Univers, Swiss or Helvetica). Arial is the preferred font. (This document was produced using Microsoft Word® with typeface Arial). The paper should be prepared in double column format. The left and right margins should be 0.70 inch (18mm), the column width is 3.45 inches (88mm) and the column spacing at 0.20 inch (5mm). Justification should be both left and right sides. The top and bottom margins should be 1 inch (25mm) each (If you are using A4 paper, set the right margin to 12 mm and the bottom margin to 43mm). Paragraphs should be indented about .14 inches (3.5mm) and spaces should not be left between paragraphs. Two spaces should follow a period.

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, and spaced 1” below the top of the page. 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.

There should be one (1) 10 point blank line below the title. This blank line should be followed by the words “Copyright Material IEEE” in 10 point font as shown above. The Next line should have the words “ Paper No. ESW-”. The Publications Chair will assign the paper number after authors have submitted their final drafts.

The name(s) of the author(s) should be one (1) 10 point space below the paper number line. The lead author should be listed first and the other authors in alphabetical order, left justified and listed in column format as illustrated above. The name information should be typeface size 10 point. There should be two (2) 10 point blank lines below the author(s) information.

Primary headings are centered in the column. Use upper case letters. The typeface is bold size 10 point. All other headings typeface is 9 point.

Page numbers should be included on both draft and final copies. These should be 9 point font and should be centered at the bottom of the page.

II.COMMERCIALISM

From the beginning of ESW, it has been revered as a technical workshop free from commercialism. To assure that the ESW remains free from commercialism, a policy regarding commercialism was developed and is enforced. The technical papers and the oral presentations will be free from commercialism by all authors whether affiliated with manufacturers, users, contractors, or non-profit institutions such as universities, governmental organizations, or learned societies. 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. Since the initiation of electronic presentations only, all authors need to review, not only their presentations, but their screen savers to assure a commercialism free presentation. Please refer to “**ATTACHMENT A**” for the complete ESW commercialism policy.

III.CONCLUSIONS

This paper describes the basic format and style for ESW papers. For additional information, contact the technical program chair.

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.

V. 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] IEEE, January 1997, *IEEE Industry Applications Society Author's Guide and Guide to Procedures for Processing Technical Papers for use in IAS Conferences and Transactions, and for the IEEE Industry Applications Magazine*, Piscataway, NJ: IEEE.
- [2] D. S. Baker, "Generator Backup Overcurrent Protection," *IEEE Transactions on Industry Applications*, vol IA-18, pp 632-640, Nov/Dec 1982.
- [3] ANSI/IEEE C37.102-1990, *IEEE Guide for AC Generator Protection*, New York, NY: IEEE.
- [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.

VI. VITA

This section provides a short biographical or autobiographical account of the author(s). An example would be: John Smith graduated from State University in 1995 with a BSEE degree. He has been a design engineer for the Ace

Engineering Company of Houston TX since 1996. He is a member of the IEEE 1234 subcommittee, an author of two previous PCIC papers. He is a member of the PCIC Standards subcommittee and a registered professional engineer in the states of Texas and Kansas.

The author has the option to place the email address for all of the paper's authors in the author's vita section rather than with

the author information when paper spacing or email address length results in an undesirable presentation of the email address.

IEEE IAS Electrical Safety Workshop

Policy on Business Ethics, Commercialism, and Vendor Entertainment Etiquette

June 21, 2002

Policy Statement

The IEEE IAS Electrical Safety Workshop is designed to bring people together from various perspectives, groups, enterprises, agencies, communities, societies and affiliations to address the mission of Changing the Electrical Safety Culture. In recognition of the diverse presentations and audiences, that are joined together by this effort, the IEEE IAS Electrical Safety Workshop must establish an open, respectful, and professional forum. This forum includes both the exchange of technical information independent of commercial issues, and the display of products and services that are commercial in nature.

Participation in the Workshop from all interested parties is essential. To this end, the participation of all interested parties, as long as it is appropriate, is not only welcome but is encouraged. This policy has been developed to protect the integrity of the Workshop, and to preventing any potential conflicts or compromises relating to Business Ethics, Commercialism, and/or Vendor Entertainment Etiquette. All associated with the Workshop are expected to conduct themselves in accordance with this policy. Any non-compliance shall be subject to the provisions of Section 8.0 "Non-Compliance" below.

1.0 Technical Presentations

Technical presentations should be generic and educational in nature. Materials with commercial or business promotion content are to be reserved for the Workshop's Equipment and Services Exhibition Event. For participants uncertain of the detailed implementation of this policy, examples of items permitted and prohibited from the Workshop Technical Sessions are identified below.

1.1 Items Acceptable

The following are examples of items that are considered acceptable at the Workshop technical session:

- Author's complete name, business affiliation, professional affiliation(s), business logo and/or mailing address on a title or introductory slide
- Use of valid technical data to support a product without reference to a company's trade name, specific name, location of facilities, etc.
- Photos or slides of in-service products or equipment related to the understanding of the presentation not identifying a specific product or company
- Refusal to respond to a question or comment that is commercial in nature and that should be discussed outside the Workshop technical session. The presenter should also explain that it couldn't be responded to because of its commercial nature.
- References to products and organizations that have no commercial significance to the presentation, offered for a more complete understanding of the subject (e.g. IBM compatible, Internet, OSHA, etc.)
- Non-technical trademark names that have become common over time and are often used as generic names (e.g. vice-grips, scotch tape, etc.)
- References to nationally or internationally recognized consensus standards organizations, government departments and regulations. (e.g. IEEE, NFPA, NEC, NEMA, UL, CSA, IEC, OSHA, etc.)

1.2 Items Prohibited

The following are examples of items that are prohibited from the Workshop Technical Session:

- Company or organization logos (except on title slide)
- Text or statements that include specific products or company references
- Photos or slides that identify specific products or company references
- Text or statements for the purpose of commercial gain or improved business position
- Direct quotes from references that make commercial statements
- Reference to or information on a company's internet address or website
- A response to a question or comment that is commercial in nature, and that should be discussed outside of the technical session. The presenter should also explain that it couldn't be responded to because of its commercial nature.
- Display or distribution of commercial materials or literature at Workshop Technical Sessions, meals, or breaks (except as permitted under 2.0, "Commercial Displays" below.)
- The use of Profanity
- References or comments that could be considered disrespectful, inappropriate, off-color, or otherwise offensive and unprofessional

2.0 Commercial Displays

Commercial displays such as signs, posters, banners, products, etc. shall be limited to the Workshop Exhibition and hospitality rooms except for corporate or organization sponsored breaks, meals, socials, etc. In order to recognize corporate or organization sponsorship of refreshment breaks, meals, socials, etc., the sponsor will be permitted a display of advertisement literature or materials at the location of the sponsored event during the time frame of the sponsored event.

Large group oriented displays of commercial equipment or group oriented product presentations shall be permitted with the approval of the Workshop Chair and may be open when no other official activities are scheduled. These displays are allowed in the Workshop Exhibition Room only. Commercial literature shall be distributed only in Workshop Exhibition and hospitality rooms or on a personal basis at times outside of scheduled Technical Sessions.

At least one member of the company or organization having a Vendor Exhibit space(s) shall have a full Workshop registration.

3.0 Recognizing and Reporting Potential Conflicts

With regard to the potential for Conflict of Interest issues, the Workshop Steering Committee urges participants to carefully scrutinize their technical and exhibition materials to eliminate the potential for perceived or actual conflicts between preferred technical information and commercial business interests. Because of the evolving nature of electrical safety, this aspect of the policy relies to a significant degree on the voluntary good will of all attendees to communicate with the Workshop Steering Committee to affirm avoidance of Conflict of Interest should doubt arise about the specifics of compliance. It is the responsibility of the members of the Workshop leadership to examine such actions to determine if a conflict of interest may exist. Any such recognized potential conflict shall be made known immediately to the Workshop Chair who, after consultation with other Workshop Committee members, will advise the individual of the proper course of action to be taken to avoid such conflict. This shall apply to all participants of the Workshop regardless of their capacity.

4.0 Hospitality Rooms

Vendor hospitality rooms used as a means of entertaining customers, making and renewing acquaintances, and for commercial discussions on an individual oriented basis shall be allowed.

- All vendor personnel participating in the vendor's hospitality rooms shall be registered as attendees of the Workshop.
- The principal member responsible for the vendor's hospitality room shall have a full registration for the workshop.
- Vendor hospitality rooms shall be closed during official Workshop program hours, including the time set aside for technical meetings, official banquets, official luncheons, official cocktail parties, or like affairs.
- At least one-half hour before official Workshop affairs, vendors shall close their hospitality rooms to guests, including those already present. The rooms shall not reopen until such Workshop affairs are officially closed.
- An attempt shall be made to close all hospitality rooms by a reasonable hour so as not to interfere with the following day's program.
- A listing of all hospitality room sponsors and locations is allowed to be displayed in the Workshop Registration area.
- Literature and products for display on a personal and individual basis in hospitality rooms shall be permitted as long as it is consistent with the technical communication objectives of the Workshop.
- All vendors intending to have hospitality rooms shall give notification to the Workshop Committee prior to the beginning of registration.

5.0 Vendor Entertainment

Vendor luncheons, cocktail parties, or other group events shall be scheduled and controlled so as not to conflict with the times allotted to the official conference program, or other official Workshop events such as luncheons, banquets, cocktail parties, etc.

At no time during the scheduled Workshop program and activities shall anyone take registrants (not including guests) away from the Workshop hotel for any purpose.

Inviting customers to dinner on nights when there are no scheduled Workshop Events is acceptable. Such dinners should be planned and executed such that guests can be at the Workshop Hotel after dinner in time to participate in other informal activities such as hospitality rooms or other vendor sponsored social functions.

6.0 Use of Workshop Logo

The IEEE IAS Electrical Safety Workshop Logo is intended for use on materials, literature, or products for the purpose of promoting the Workshop. The logo shall be used in connection with official business of the Workshop. The logo shall not be duplicated, reproduced, or otherwise used for any other purpose without the prior written approval of the Workshop Committee Chair, or the Workshop Steering Committee Chair.

7.0 Use of Attendee Contact Data

Contact data provided with the Workshop Registration List such as phone numbers, postal and e-mail addresses, etc. is provided to Workshop attendees for the purpose of providing networking opportunities and for legitimate business activity. Use of such lists shall be such that correspondence is among individuals. No representation will be made that such correspondence is associated with the Workshop or any of its committee(s) members except as made by those members, or that it is associated with anyone other than the sender. Any bulk distribution shall be made using a "BCC" or similar feature so that contact information is

not available for improper use on the Internet. Any participant not wishing to make their contact data public can notify the Workshop Chair to have that information kept confidential.

8.0 Non-Compliance

This policy is written to ensure that all Workshop participants, including attendees, guests, exhibitors, and staff, may understand the high value placed on professional conduct at the Workshop. The Workshop Steering Committee has the obligation to ensure that all participants adhere to the policy. Should non-compliance concerns arise, the Workshop Steering Committee will exercise their judgment on a case by case basis. Failure to comply with the requirements of this policy can result in disciplinary action being taken against those individuals or companies responsible. Flagrant and/or repeated violations could result in the individuals or companies being prohibited from participating in future Workshops. Any appeal of an incident should be submitted in writing to the Workshop Steering Committee Chair.